*Curriculum Vitae*

**Mohammed**



Master of Business Administration (MBA)

***OSMANIA UNIVERSITY, HYDERABAD - India***

E-Mail-mohammed.353359@2freemail.com

Dear Recruiter,

**Subject:** Application for the position of Accountant & Administration.

I would like to submit my resume for your kind perusal. I believe in my experience & qualification which may match your requirements. Please consider this letter as an expression of my sincere interest in pursuing the vacancy in your prestigious organization. I am capable of working hard, self-confident, Optimistic, sincere, honest and punctual.

I would like to have opportunity to talk to you about my background and the areas in which I can benefit your organization.

I look forward to hear from you.

Sincerely

***MOHAMMED***

Doha - Qatar

**15th March 2017** **Page 01 of 03**

|  |  |
| --- | --- |
|  | **Mohammed** |
| Qatar – Doha | Mohammed.353359@2freemail.com  |
| India – Hyderabad |  |



**Profile Summary:**

* A competent professional with 2 years of experience in Major Finance and Minor Human resources.
* Gained experience in handling Accounting, of Company stocks, staff salaries, banking and admin for ***Advance***

***Technology Systems* - in India.**

* Sound knowledge of MS Office & Tally ERP 9.0
* An astute individual with good convincing, problem solving & resource management skills along with analytical Abilities.

**Career Objective:**

* Looking for a career in challenging professional world where growth is unlimited & work is in a challenging atmosphere where acquired skills of experience will be utilized for continuing growth and advancement of the organization.

**Personal Skills:**

* Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, interest in working as a team

**Educational Credentials:**

* Master in Business Administration **(MBA)** In the Academic year of 2014 to 2016 from **Osmania University**

India Hyderabad (Major finance & Minor HR )

* Graduate **Bachelor of Commerce (B.com)** in the academic year of 2011 to 2014 from **Vidya Dayini -**

**Osmania University** –India Hyderabad

* Board of Intermediate Education (10+2)in the year of 2010 to 2011 from **MS junior College** – India Hyderabad
* Board of Secondary Education (SSC) Passed from **St** **Mary’s** **high School** in the academic year 2008 from Govern-ment of A.P.

**Technical Qualification:**

* Successfully completed Diploma in Computer Application from Spark software solution Regd by Govt of A.P.
* Successfully completed accounting programme Tally ERP 9.0 from Indian IT group.

**Computer Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Operating System | : | Windows XP, 2007 & 2008 |
|  | Applications | : | Microsoft Office |
|  | Programme | : | Tally ERP 9.0 |

**Employment and Company Narrative:**

***M/S Advance Technology Systems, Hyderabad - INDIA***

|  |  |  |
| --- | --- | --- |
| Department | : | Accounts & Admin. |
| Reporting to | : | Accounts Manager |
| Year | : | 2 Year. |

*Responsibilities: Accounts & Admin*

o Preparation of checking of Trial Balance, Profit and Loss A/c and Balance sheet.

o Making telegraphic transfer to make party payments.

o Posting to the cash Book, Ledgers, and Journal etc.

o Preparation of Invoices

o Cash and cheque deposit in Bank.

o Maintain petty cash to Procure day to day expenses.

o Ledger entry Incoming and outgoing stock.

o Maintain and update customer records and company equipment’s.

o Sending and receiving letters Fax and Emails.

o Greeted visitors, provided basic information to visitors & callers.

o Assisting Accounts and Administration department on day to day issues

o Submitting daily & weekly report to Branch Manager for all transactions.

o Assisting walk-in and corporates clients...

**Overview about Myself:**

* Confident of getting through with all my assignment on time
* Dedicated and hardworking / Honest and punctual
* Quick learner and excellent team player, ability to meet tight deadlines and work under pressure.

|  |  |  |
| --- | --- | --- |
| **Personal Details:** |  |  |
| Date of Birth | : | 11th February 1993 |
| Marital status | : | Single |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi and Urdu |
| Hobbies | : | Playing cricket, Current affairs. |
| Location Preference | : | middle East (Qatar) |
| ***Visa status*** | ***: Business Visa (NOC available)*** |

|  |  |  |
| --- | --- | --- |
| **Passport Details:** |  |  |
|  |  |  |  |
|  | Date of Issue | : | 01st Aug 2012 |
|  | Date of Expiry | : | 31st July 2022 |
|  | Place of Issue | : | Hyderabad (INDIA) |

**Declaration**

I hereby declare that the information furnished above is true to best of my knowledge.

Thanks and Best Regards,

**Date: 15/03/2017**

**Place: Doha, Qatar**