

MOHAMMED

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Job Description: Administrative / Payroll Accounting

Career Objective:-

To work in a dynamic organization that provides continuous challenges experienced leadership entrepreneurial passion and gave the ways for excellent growth opportunities, where I can put my ample contribution significantly using my education, leadership quality, A vision for tomorrow and long-lasting desire to success.

Education:-

* Master of Business Administration (MBA) from Jawaharlal Nehru Technological University Hyderabad, Andhra Pradesh, India

Specialization: Finance.

* Bachelor of Commerce from Kakatiya University, Warangal, Andhra Pradesh, India
* Intermediate from Board of Intermediate Education, Andhra Pradesh, India
* Secondary School from Board of Secondary Education, Karimnagar, Andhra Pradesh, India

Technical Skills:-

* Computer Basics : PGDCA, MS Office 2007,2013
* Technical Courses : Tally 9.0 with ERP, Wings, Focus, Peachtree
* Diploma : Financial management
* Operating Systems : Diploma in Hardware (Windows 98, 2000, XP, Vista &

Windows 7, 8)

* Internet Tools : E-mail, Browsing, Search Engines, Blog

Strengths and Skills:-

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Ability to type at least 60+ wpm
* Keen learner with constant enthusiasm to acquire new skills.
* Team player with strong analytical and leadership skills.
* Excellent command of English language orally and written.
* Highly motivated & Ability to take responsibility.
* Flexible in learning and adhering to any situation.

Job Experience:-

* Working as an Administrative in Al Bhandari Engineering Trade. & Cong W.l.l. (Doha) Qatar since Sep 2014 till up-to-date.
* Worked as an Accounted in New Peacock Restaurant in India since 2011 to 2014.

Responsibilities & Duties:-

ADMINISTRATIVE:

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for purchase orders.
* Creating and modifying documents using Microsoft Office
* Raising of purchase orders and invoice tracking.

PAYROLL ACCOUNTING:-

* Type confidential documents on a word-processing system
* Maintain a daily attendance register, check for the employee entry, half day leaves, full day leaves and enter all the final details to calculate the daily pay of the employees
* Manage the daily payroll, general ledger and final balance sheet entries and send a compiled copy of the same to the accounts head
* Resolve the queries regarding pay check entries of the employees with the human resource and accounting departments and enter the final amount
* Check the monthly, quarterly, half-yearly and yearly accounts and bank transactions and clear the mistakes after coordinating with the person concerned
* Verify the sales and purchase orders placed, transport invoice documents and lease contract documents of the organization
* Attend different payroll, tax and accounting seminars conducted by other organizations and discuss the implementation of updated systems with the management team
* Keep a record of all the initial entries made in the accounts book and send a copy of the same to the accounts head
* Calculate the daily salary calculations keeping in mind professional tax and insurance deductions for the employee and submit the final monthly amount to the accounting and human resource departments of the organization
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Supervise the input and handling of financial data and reports for the company's automated financial systems.
* Performed account payable functions for company expenses.
* Prepared annual company, accounts and reports.

Languages Known:-

* Fluent in English and three other Languages: Arabic, Hindi & Telugu.

Declaration

* I hereby declare that all statements made above are true and correct to the best of my knowledge and belief.