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**Mohammed**

**Mohammed.359495@2freemail.com**

**OBJECTIVE**

To seek a challenging long-term career oriented employment in a reputed organization which offers me good prospects of growth in and where I can share my knowledge of the organization as well as personal development.

**ACADEMIC QUALIFICATION**

**M.B.A** (Master of Business Administration) - Specialized in Finance & Shipping

 (2012 to 2014, Noorul Islam University, India.)

**B.B.A** (Bachelor of Business Administration)

 (2009 to 2012, M.S. University, India.)

**COMPUTER SKILLS**

**ACCOUNTING SOFTWARE’S**

Tally ERP 9, Visual ACE gold software

**OFFICE TOOLS - MS-OFFICE**

Advanced knowledge of Microsoft ® Windows environments and Office package (Word, Excel, Access, PowerPoint, FrontPage and Outlook).

**PROFESSIONAL EXPERIENCE**

**Account Assistant (2015 – Till date)**

**Popley Kewalram Jewellers LLC – Dubai, U.A.E**

**Duties:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Contributes to team effort by accomplishing related results as needed.

**Audit Assistant (2014 – 2015)**

C.A.J Sikkandar Shaw B.A.F.C.A

Chartered Accountant Firm,

Tamil Nadu, India.

* Collating, checking and analysing spreadsheet data
* Examining company accounts and financial control systems
* Gauging levels of financial risk within organisations
* Checking that financial reports and records are accurate and reliable
* Ensuring that assets are safeguarded
* Identifying if and where processes are not working as they should and advising on changes to be made
* Preparing reports, commentaries and financial statements
* Liaising with managerial staff and presenting findings and recommendations
* Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
* Undertaking reviews of wages.

**PERSONAL ATTRIBUTES**

* Possess excellent inter-personal skill.
* Actively taking part in extra activities
* Sound communication skill
* Positive attitude
* Interest to work with a team
* Self-confident
* Self-learning, highly motivated, committed person with Professional attitude.
* Ability to face critical situation
* Can adapt to easily changes.

**DECLARATION: .**

I certify that the above mentioned details are true and accurate to my knowledge and aware of any inaccuracy would lead to ineligibility. I would like to mention that if I am selected I will strive to do my best with dedication and motivation to the company to bring it to its utmost.