**CURRICULUM VITAE**



**MOHD**

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**OBJECTIVE:**

To take up a challenging position, where I can effectively contribute my skills in a competitive environment and experience for the growth of the organization.

**Work Experience**

City center shopping mall Designation : admin clerk cum billing incharge april2014 - January2017

**Job Responsibilities:**

* Maintain office and also projects records,
* Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
* Maintain Internal Audit: Store And Accounts Book,
* Calculation of Monthly Sales Tax/Vat ,Services Tax &TDS Filling Return,
* Preparation Sales Tax ,Services Tax Return & TDS Return Filling Quarterly
* Maintain of all type accounting vouchers entry.

**EDUCATION QUALIFICATION:**

* **MBA** (Finance,Marketing), from shadan institute of management studies affiliated to Osmania University with an aggregate of 65% in Academic year 2012-2014.
* **B.com** from SSR Degree college, Nizamabad affiliated to Osmania University with aggregate of 60% in Academic year 2008-2011.

**TECNICAL QUALIFICATION:**

* Ms office
* Word, Excel, Power Point.
* DCA.

**STRENGHTS:**

* Confident self-learning and hard working
* Adaptable to changes and challenges
* Strong interpersonal, analytical and communication skills.

**PERSONAL PROFILE:**

Date of Birth : 13 JAN, 1990

Marital Status : Unmarried

Nationality : INDIAN

Language Known : English, Hindi & Telugu

**DECLARATION:**

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

And I bear the responsibility for the correctness of the above-mentioned particulars.