**CURRICULUM VITAE**

**MOHAMMED**

[**MOHAMMED.362301@2freemail.com**](mailto:MOHAMMED.362301@2freemail.com)

**- Junior Accountant**

**OBJECTIVE:**

Seeking a result oriented company having a globally competitive environment that is looking for an ambitious and career conscious person, where a blend of my acquired skills and education will be utilized on challenging assignments in a creative atmosphere.

**NATURE OF JOBS DONE**

* Finalization of Monthly & Yearly Trial Balance.
* Day to day banking activities / payment follow-up and cheque issuance.
* Reconciliation of Accounts of Debtors and Creditors.
* Preparing Weekly, Monthly and Yearly Reports,
* Payroll processing
* Profit and Loss Account / Bank Transactions / Bank Reconciliation Statement.
* Co-ordination and clearing Auditor's queries.
* VAT accounting and TAX returns
* Maintaining basic accounts, book keeping
* Reconciliation of Bank statements
* Customer relations
* Invoice entries and cross checking
* Reconciling petty cash.
* Balance sheet reconciliations.
* Accruals and prepayments.
* Chasing outstanding customer accounts.
* Communicating clearly and effectively with the accounts team.
* Monthly / quarterly management accounts preparation.

**EDUCATION:**

* 2016 - Bachelor of commerce **(B Com-Degree)** - University ofKannur – India
* 2013 - Senior Secondary education ( Open school - - 11th 12th )
* 2011 - High School Education - Kerala state secondary education board

**Computer & other Skills**

Diploma in Basic MS Office (Professional school of accounting – INDIA)

Very familiar with MS Office (Excel, Word, Power Points, outlook)

**ACCOUNTING SOFTWARE SKILLS**

* ERP Tally.
* QuickBooks
* WINGS
* PeachTree

**PROFESSIONAL RECORDS:**

1. **December, 2015 to December 2016 date – Accountant – Manesh Associates –** Manesh Associates Accountant & Tax Practitioners is located at (India),Kerala.

Company Overview: Accountant and Tax practitioners

Handled general account system and procedure up to finalization, includes, perform day to day account of sales activities, Payroll, banking, Finalization of Annual Accounts.

1. **June, 2015 to November 2015 – Sales executive – Honda Service Station –Kasaragod, Kerala - India**

**PERSONAL:**

Nationality : Indian

Visa Status : Visit Visa

Languages Known : English, Hindi and Malayalam

Date of Birth : 08/08/1994

Marital status : Single

Gender : Male