**Mohammed**

[**Mohammed.364807@2freemail.com**](mailto:Mohammed.364807@2freemail.com)

**Objective:**

To obtain a job within my chosen field of admin and accounts, that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and at the same time allow for the future growth and advancement.

**Professional Experience**:

2013 June – 2015 June: Saipem Oil and Gas Industry; Dhahran, KSA.

Cost Control Officer

* Prepared and received monthly time sheets for hired vehicle from various rigs
* Prepared monthly report for fuel,water,waste material for various rigs and maintained all types of documentation.
* Maintained the monthly report for drinking water at various rigs.
* Updated material service entry and checked the job allocations by using S.A.P.&maintained the custom and transportation file.
* Updated the material technical assistance and preparation of PR and PO by using Excel and Maintained all types of frame agreement’s.

2010 June – 2012September Fathi Al-Mohtaseb;Jeddah KSA.

Admin Executive

* To provide administrative and secretarial assistance to manager & provide efficient and accurate service.
* Preparation of accounts in citrix and Microsoft excel for credit and cash invoices
* Preparation of quotation for big projects and maintained Office records.
* Maintained records of goods transferred from one state to another state.
* Maintained daily petty cash book records and performed other general duties.

2006 July to 2010 June: Crescent Real Estate;Tolichowki Hyderabad India.

Admin Executive

* Primary responsibility to provide efficient and accurate administrative support and service and coordination of billing administration by entering and maintained accounts transaction.
* Performing audits checks between Invoicing and actual data and daily, weekly and monthly payment allocation.
* Prepared accounts payable and accounts receivable and making entries in accounting packages’ like Tally 9.0
* Conducted routine audit check to verify and ensure the accuracy and consistency of data and prepared monthly financial reports
* Maintained safe and harmonious work environment and performed other duties as directed.

**Educational Qualifications:**

Aurora Degree College (Osmania University) Hyderabad India.

**Computer Skills:**

Proficient with awide range of computer software and applications, including Microsoft: Word, Excel, PowerPoint.

**Accounting Packages**:

* Tally 9.0
* Focus
* Wings
* Peach Tree
* Type Writing: (40 WPM)

**Applications:**

ORACLE FINANCE.

1. Accounts Payable

2. Accounts Receivable

3. Fixed Assets

4. Purchasing Order

5. Cash Management

**Strengths:**

* Honesty
* Dedication
* Enthusiasm
* Respectfulness

**Fluent in:**

* English
* Hindi
* Urdu
* Telugu
* Arabic