**MOHAMED**

[**MOHAMED.367570@2freemail.com**](mailto:MOHAMED.367570@2freemail.com) ****

Objective

To obtain a challenging position in an organization where my skill set and experience can be effectively utilized. Keen and willing to learn and capable of performing the designated task with enthusiasm to deliver utmost satisfaction.

Education

1994 – 1997: Bachelor of Commerce (B.Com) in New College [Madras University]

1997 – 1999: Master of Commerce (M.Com) in New College [Madras University]

Certification programmes

1995: Typewriting – English: Government Technical Education, Chennai

1997 – 1998: Diploma in Business Administration – National Council of Labor Management, Chennai

1999 – 2000: Post Graduate Diploma in Computer Application – IFG – ACE, Chennai

I.T Skills

Operating System: DOS, Windows XP

Packages: MS Office (Word, Excel & PowerPoint)

Hardware:

Assembling, Installation & Fair Knowledge In trouble shooting & basic networking Concepts.

Career Profile:

**1.Kamar Construction Company (A Unit of Taz Kamar Inn (P) Ltd),** Chennai – India (March 2013 to March 2017)

Industry: Constructions

Designation: Senior Accountant and Admin Officer

Department: Accounts and Admin

**Role and Activities**: Preparing and control over Ledgers of Petty Cash Book, Cash Book and Bank Book. Feeding entries in the Accounting system.

Depositing the Cash Collection in to Bank in first half every day and have direct bank correspondences.

Keeping Track over Suppliers payment day to day.

Physical Verification of stocks in the Construction Site in a routine basis.

Preparing stock maintenance report in weekly basis.

Keeping track of staff Attendance and leave / late record.

Preparing Payroll for all the staff of the company.

We use deal with Government Bodies like Sales Tax, Service Tax etc.

Dealing with Employees Provident Fund (EPF), Employees State Insurance Corporation of India (ESIC) for the welfare of staff

Preparing Income and Expenditure statement every fortnight for the desk of Managing Director.

**2. Taz Kamar Inn Private Limited**, Chennai – India (Sep 2008 to March 2017)

Industry: Hotel and Serviced Apartment

Company Originated: Bangkok

Designation: Senior Accountant and Admin Officer

Department: Accounts and Admin

**Role and Activities**: Preparing and control over Ledgers of Petty Cash Book, Cash Book and Bank Book. Feeding entries in the Accounting system.

Depositing the Cash Collection in to Bank in first half every day and have direct bank correspondences.

Every day checking of Check-out bills, Housekeeping bills and Room service bills accordingly.

Keeping track of Debtors list and keep reminding them to payback the debts.

Keeping track of Travel Agents details who brings the guest to our hotel and fix them Agent Commission.

We use deal with Government Bodies like Employees Provident Fund (EPF), Employees State Insurance Corporation of India (ESIC), Luxury Tax, Sales Tax and Service Tax offices and use to make payment for these bodies in the monthly schedule.

Keeping track of staff Attendance and leave / late record.

Preparing Payroll for the entire staff of the Hotel.

Quarterly checking of stocks in the Departments like House Keeping and Room Service and Front office.

Quarterly checking of Amenities and valuable stocks in all Rooms in the Hotel individually.

Preparing Income and Expenditure statement every fortnight for the desk of Managing Director.

**3. Standard Chartered Scope International Private Ltd**, Chennai – India (Jan 2005 to May 2007)

Industry: Corporate Banking

Designation: Senior Officer

Department: Credit Risk Control

**Accurate input & Maintenance of BCA’s** (Business Credit Application),

BCA contains of Customer static data details, Limits details what the customer exactly avails. We use to update all the details from the BCA in to SCI (Single Customer Identifier). We use to process BCA’s for the countries like, UK, US, Australia, Mauritius, Afghanistan, Bangladesh, Nepal, Sri Lanka, Vietnam, Hong Kong, Singapore, Thailand, Philippines. Ensure all control procedures prescribed for control of Scanned / Fax documents received from CPC (Central Processing Unit) is adhered to and actioned as per SLA (Service Level Agreement)

**Maintenance of the SCI system** with regards to Security profile and other relevant fields and ensures that entries to Customer Accounts and General Ledger Accounts are prepared and posted correctly. Adhering to laid down Operating Procedures and Group Risk Policies at all times and ensure KYC Guidelines are adhered to at all times.

**Checking for daily Approvals** for Bank Customers and Corporate Customer from System called Apollo Fast Track (Apollo Fast Track is specified system for Standard Chartered Bank Group) that is used for Viewing of Limits, Tenor, Maturity Date, and Review Dates of the Customers for both Banks and Corporate Customers. Keep Control over Audit Trial Reports on daily basis, which gives us the clear view about, what have been processed, name of the Profiles, Details of the customers, numbers of records, maker’s name, verifier’s name, time and date etc and passed to Team Leaders / Managers for checking and archived for future reference.

**4. Standard Chartered Scope International Private Ltd**, Chennai – India (Oct 2004 - Dec 2004)

Industry: Corporate Banking

Designation: Associate Officer

Department: Credit Risk Control

**BASEL PROJECT** – All International Banks Association formed a team called BASEL Team. It was providing guidelines to all International leading Banks in order to avoid Bankruptcy and Fraudulent. Amending & Updating the Customer profile in the Single Customer Identifier (SCI) Its Customized Software of Standard Chartered Bank, to centrally manage customer Profile on a Global basis.

Capturing & mapping the System Cross Reference in the SCI With TP system ID’s, which shows the Limits, Out standings and all the details of the customer whether they are Corporate Or Non Corporate customer in the respective TP systems like Atlas, ebbs, CMS, Hogan, AS400, TCIMEX etc. Each and every country has its own TP systems to input the Loans, Overdrafts, Trade products like Letter of credit, Bonds & Guarantees and Global market products like forex forward and forex spot to view globally.

In this project we use to uphold only the corporate & Institutional Banking other than consumer banking.