

**MOHIYADDEEN**

[**MOHIYADDEEN.367711@2freemail.com**](mailto:MOHIYADDEEN.367711@2freemail.com)

**SUNIR MEETHAL SHAFI**

NO. 5c, Ground Floor, Thulasi gardens

Chowdeshwari Temple Street, Martahalli

Bangalore, INDIA

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**Personal Summary**

Seeking a Secretary position where my excellent communication skills, computer software knowledge and organizational abilities that will be helpful in contribute to the development of the organization with impressive performance.

A **Graduate in Bachelor of Commerce (B.Com) from Kannur University** with excellent PC skills. Seeking a challenging position in the field of Finance and Accounts whereby my academic background, interpersonal and analytical skills can be utilized and developed for the growth and success of the organization.

**PROFESSIONAL EXPERIENCE**

**PROJECT WORKS**

**DESIGNATION:** **ACCOUNTING EXECUTIVE**

**COMPANY:** **KALLATRA CONCORD CONSTRUCTION**

**PERIODS: NOV 2013 TO JUN 2014**

**DUTIES AND RESPONSIBILITIES:**

* Preparing daily and monthly reports to the Head office.
* Assisting in analyzing and maintaining financial statements and reports.
* Handling and Controlling Bills Receivable and Bills Payable.
* Reviewing and reporting out on aged receivables.
* Handling main Cash and petty cash.
* Maintaining Books of accounts.
* Preparation and verification of bank reconciliation.
* Verification of all kind of stocks.
* Preparation of Bills & Vouchers to customers.
* Responsible to preserve relationship with clients to understand their requirements
* Responsible in handling and motivating 20 employees in achieving their goals and objectives
* Responsible for administration and clerical activities of administrative departments such as answering phone calls, preparing reports and compiling files
* Responsible for gathering, analyzing and summarizing information to manager as required.

**ANALYSIS OF FINANCIAL PERFORMANCE OF MAILATTY WOOD INDUSTRY**

**ADDITIONAL COURSE**

**Bachelor of Computer Application (Tally 9.0, Wings Accounting, VB, C Programming)**

**PERSONAL INFORMATION**

**NAME: MOHIYADDEEN**

**P.A RESIDENT OF: INDIA DATE OF BIRTH: 14th JAN 1991 GENDER: MALE MARITAL STATUS: SINGLE**

**LANGUAGES:**

**ENGLISH, MALAYALAM AND HINDI**

**DESIGNATION:BILLING CLERK**

**FIRM: SURUMAS ASSOCIATES**

**PERIODS:2013 FEBRUARY TO 2013 MARCH**

**DUTIES AND RESPONSIBILITIES:**

* Handle cash transactions without any mistakes

**DESIGNATION: OFFICE CLERK**

**COMPANY: AYSHA PANEL BOARDS MANGALORE**

**PERIODS: JUNE 2012 TO DECEMBER 2012**

**DUTIES AND RESPONSIBILITIES**

* Preparing daily statements and report it to the owner
* Preparing labours wages based on piece rate system
* Analyzing quality of product and sales of the firm
* Handling and Controlling Bills Receivable and Bills Payable
* Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager

**Key skills / competencies**

* Able to work anywhere and any environment.
* Ability to manage people.
* Strong decision making and problem solving skills.
* Able to motivate and lead others in a team environment.
* Quick learner.
* An ability to build report and trust quickly with work colleagues.
* Able to prioritize tasks.
* Good convincing skill.
* Investigative

**EDUCATION**

* **Bachelor degree in commerce from Kannur University,kerala**
* **Highr secoundary GHSS Angadimogar**
* **Till 10th standard GHSS Angadimogar,india**

**ACADEMIC PROFILE**







**2012 B.Com (Income Tax & Computer Application), Kannur University,** Second Class (52%).

**2008 PLUS TWO, Department of Higher Education Kerala,** First class (62.33%).

**2006 S.S.L.C, Kerala State Educational Board,** First Class (66.53%).

**SKILL SET**

* Intermediate in MS OFFICE.
* Experience Intermediate in Tally erp9.0 and other similar accounting system.
* Excellent knowledge in Accounts and finance.
* Have Good communication, convincing, negotiation, influencing & interpersonal skills.
* Efficiently managing the time by the way of prioritizing and scheduling the task in advance.
* Able to solve problems with innovative ideas in order to save cost and time.
* Can handle multiple tasks effectively & very much flexible with time.

I solemnly declare that, the above statements made by me in this form are correct to the best of my knowledge and belief.

MOHIYADDEEN