***Mohammed***

***Accountant***



**MOHAMMED ABDUL RAHEEM**

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| **Email** | **:** **mohammed.370069@2freemail.com** |
|  |  |  |
| **Visa Status** | **: Visit Visa** |

***JOB SEEKING: ACCOUNTANT***

**OBJECTIVE:**

A challenging Lead Position to apply my skills in Designing & Developing an apt and suitable industry specific system on account of Finance / Accounting / Costing / Budgetary Control to take the organization to the further level. I want to emerge as a successful, true professional through my 'Can Do’ attitude, hard work, confidence personality, high motivation & always willing to work.

**ACADEMIC CREDENTIALS:**

**BACHELOR OF COMMERCES (B.Com) IN COMPUTERS |2013 | OSMANIA UNIVERSITY. HYDERABAD INDIA.**

**PRE DEGREE | 2009-2011 | BOARD OF INTERMEDIATE EDUCATION. INDIA Related Coursework**:Civics Economic Commerce.

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|  |  | **PROFESSIONAL EXPERIENCE:** |
| **DESIGNATION** |  | **:** Assistant Accountant |  |
| **COMPANY** |  | **:** Universal Computers, Hyderabad. |
| **DURATION** |  | **:** Since December 2014 to November 2016 (2years) |
|  | **JOB RESPONSIBILITIES AND DUTIES:** |  |

* Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
* Provides financial status information by preparing special reports; completing special projects.
* Corrects errors by posting adjusting journal entries.

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* Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals.
* Secures financial information by completing database backups; keeping information confidential.
* Accomplishes accounting and organization mission by completing related results as needed.
* Making cash flows on monthly basis
* Responsible for the daily accounts as well as month & year-end financial statements.
* Manage accounts receivables and payables
* Responsible for the daily accounts as well as month & year-end financial statements.
* Prepare monthly financial statements.
* Preparation of the safe statement and the bank statement besides directing the daily cash document

**ACCOUNTANT SKILLS AND QUALIFICATIONS:**

General Math Skills, Accounting, Deadline-Oriented, Reporting Skills, Attention to Detail, SFAS Rules, Confidentiality, Coordination, Thoroughness, Quality Focus, Financial Analysis Objectivity.

**IT’S PROFICIENCY:**

* Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point.
* Have worked with various versions of Microsoft operating system.
* Outlook.
* Expert in accounting software’s like Tally ERP 9.0, FOCUS and Payroll.
* Internet searching, surfing, and resources usage skills

**KEY ATTRIBUTES:**

* Zeal to grab opportunities and utilize them up to maximum.
* Highly motivated with a strong work ethic.
* Good Communication, Verbal and Written Skills, Self-motivated and confident.

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* I don’t regret on failures rather analyze them to meet the success.
* Adaptive to new environments and ability to learn new things quickly.
* Self-driven, Initiative and possess leadership qualities.
* Good Confidence Levels, logical reasoning and a good Team Leader.
* Good management skills, Strong technical concept.

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|  |  | **PERSONAL INFORMATION:** |
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| Name | **:** Mohammed  |
| Issued at | : Hyderabad, India. |
| Nationality | : Indian. |
| Date of Birth | : 24 Dec 1989. |
| Languages Known | : English, Hindi and Urdu. (R/W/S) |
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|  |  |  |  | **Visa Status** |
| Visit Visa |  |  |  |  |  |  |  |
|  |  |  | **Declaration:** |  |

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

Date:

Place: Hyderabad

(**MOHAMMED**)