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**MUHAMMED**

[**MUHAMMED.372598@2freemail.com**](mailto:MUHAMMED.372598@2freemail.com)

**ACCOUNTING & FINANCE PROFESSIONAL**

**1.9 years experience in Accounting and 5 years experience in Management.**

**PROFILE SUMMARY**

Sulthan Diamonds & Gold, Mangalore, Karnataka. (July 2016 to May 2017)

Position: Accounts Assistant.

* Maintaining general ledgers.
* Receiving and recording purchase invoices.
* Audit and verification of invoices.
* Preparing and maintenance of expense files.
* Deals with banks.
* Management reports reflecting branch sales, expenses, etc.

T.M Steels & Cements, Calicut, Kerala. (Dec 2015 to Mar 2016)

Position: Accountant.

* General accounts duties.
* Bank reconciliation.
* Deals with banks and govt. departments.
* Receiving and recording of invoices.
* Auditing and verification of invoices.
* Maintaining HR files
* Arrange payments
* Follow up collections.
* Maintaining records of assets, contracts and agreements.
* Preparation of pay roll and salary payment.
* Cash management.
* Reports to management.

Ashirwad supermarket, Bangalore, Karnataka. (May 2015 to Oct 2015)

Position: Accountant.

* General accounting duties.
* Invoice management.
* Verification of purchase invoices.
* Establishing and maintaining HR files reflecting salary.
* Account reconciliation.
* Month end closing.
* Arrange payments.
* Deal with banks.
* Managing day to day expenses.
* Maintaining records of suppliers and purchase orders.

Free Fashion kids & Ladies, Vatakara, Kerala. (2009 to 2011)

Position: Store Manager.

* Manage purchases and sales.
* Arrange payments.
* Cash management.
* Deal with banks.
* Managing day to day expenses.
* Manage and supervise staffs.

Maharaja Wedding Centre, Trivandrum, Kerala. (2006 to 2009)

Position: Floor supervisor.

* Manage sales executives.
* Interact with customers.
* Stock management.
* Maintaining purchase orders.

**ACADEMIC QUALIFICATION**

* B.Com (Bachelor of Commerce) from University of Calicut, Kerala, India.

(Apr 2012- Mar 2015) with “B” grade (72%).

* Senior Secondary Education (12th) (commerce) from National Institute of Open Schooling.

(Jun 2011- Mar 2012) with 68% marks.

* Secondary School Education (10th) from Board of Secondary Education, Kerala.

(Mar 2004) with 49.5% marks.

**EDUCATIONAL PROFILE**

* Diploma in Professional Accounting.
* Diploma in Computer Hardware Maintenance.

**COMPUTER PROFICIENCY**

* Accounting Packages: Tally, Peachtree, QuickBooks, and Tradeasy.
* Office Tools: MS Office.

**LANGUAGES KNOWN**

* English, Malayalam, Hindi.

**PERSONAL PROFILE**

* Nationality : Indian.
* Gender : Male.
* Date of Birth : 28 July 1989
* Marital status : Single.
* Visa status : Visiting Visa (07-08-2017 TO 07-11-2017).

**DECLARATION**

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

**MUHAMMED**