***MOHAMEMD***



***E-mail : MOHAMEMD.373003@2freegmail.com***

***AREAS OF EXPERTISE***

***Accounting Management***

***OperationsManagement***

***MIS Reporting***

* ***Accounts Payables&Receivables***
* ***Finalisation***
* ***Inventories***
* ***MIS Reporting***
* ***Material Consumption / Accounting***
* ***Debtors & Creditors Reconciliations***
* ***Taxation***

***PERSONAL DETAILS***

***Date of Birth : 16th December 1972***

***Marital Status : Married***

***Languages : English, Tamil, Hindi, Malayalam & Arabic***

***ACADEMIC CREDENTIALS***

*B.Com from University of Pondicherry, Year of passing 1997*

*Diploma In Application & Software, Year of Passing 1998*

***TECHNICAL SKILLS***

* *Well versed with MS-Office and operating systems.*
* *Worked on Tally for 17 yrs.*

*Package: MS Office (Well versed with Word, Excel, Outlook express)*

*Accounting Package : Tally ERP 9.0, ERP*

***Professional Experience – 17 years***

***ORGANISATIONAL PROFILE***

***Februaryl 2007 \_July 2016 – Internationa Commercial House L.L.C (Autoplus), Muscat, Oman***

***Designation –Senior Accountant***

***Role/Skills:***

* *Preparation of monthly Reports*
* *Receivables & Payables*
* *Supervision of all types of Vouchers(cash, bank, supplier’s payment & sub-contractors)*
* *Maintenance of Fixed Assets papers &Physical verification*
* *Preparation of Staff & Labour’s Leave & Final settlement*
* *Cash Flow monitoring*
* *Handling day today transactions*
* *Analysis of Labour’s monthly Salary*
* *Preparation of Bank Reconciliation Statement monthly*
* *Reconciliation of Debtors / Creditors Statement*
* *Co-ordinate with internal & External Auditors*

***June 2006 –February 2007 – Chemcrown Export Ltd, Pondicherry***

***Designation –Stores Executive***

***Role/ Skills:***

* *Raw Materials planning on sales .*
* *Checking physical stock of Raw materials*
* *Placing Purchase orders*
* *Procurement of Raw materials and follow-up with Suppliers, Interacting with production Heads for Raw materials planning based on production target.*
* *Rate Negotiations with Suppliers and Transporters.*
* *Supervision of Stores functions.*
* *Ensuring Minimum stock Level.*
* *Purchasing the material as per Purchase Requisition.*
* *Submission of monthly stock reports to Management*
* *Monthly Consumption of materials (Project & Service)*
* *Monitoring rates of materials and submit monthly comparison statement to Management*
* *Site Stock Control & Stock valuation*
* *Verification of all Statutory payments made in time*
* *Co-ordinating with Internal & External Auditors*

***June 2002 - May 2006 –* *Al Shemeisy Marketing, Saudi Arabia.***

***Designation – Accountant Cum Cashier***

***Role/ Skills:***

* *Preparation of Monthly P&L and Balance Sheets*
* *Ensure petty cash and bank reconciliations are performed on a monthly basis*
* *Reconciliation of Contractors& Creditors bills*
* *Monitoring Debtors & Creditors*
* *Preparation of Bank Reconciliation Statement monthly*
* *Handling day today transactions*
* *Petty Cash Maintenance*

***March 2000 -June 2002 – Dyechem India Ltd., Pondicherry***

***Designation – Accounts Assistant cum Cashier***

***Role/ Skills:***

* *Preparation of Cash / Bank Vouchers*
* *Monthly Bank Reconciliation Statement*
* *Preparation of monthly Invoices, Debit Notes, Credit Notes etc.*
* *Salary Slip making in Payroll*
* *Service Tax Calculation and Returns Filing*
* *Income Tax Calculation and Returns Filing*
* *PF Calculation and Returns Filing*
* *ESI Calculation and Returns Filing*
* *Preparation of Cash Flow Statement*
* *TDS Certificates (Form 16 & Form 16A)*
* *Staff Attendance Monitoring, Filing of Labour forms*
* *Notes Taking & Letters Typing*

***June 1997 - January 2000 – Mani Electronics, Pondicherry***

***Designation : Computer Operator Cum Accounts Assistance***

***Role/ Skills:***

* *Cash and Bank transactions*
* *day to day accounts maintaining*
* *Maintenance of Cash and Bank Books*
* *All types of Entries like Vouchers, Creditors, Debtors, etc.*
* *Preparation of Cash / Bank Vouchers*
* *Bank Reconciliation Statement*
* *Preparation of monthly Invoices and Debit Notes*
* *Maintaining complete accounts in computerized environment.*
* *Bank Works and Office Administration Work.*
* *File Maintenance.*
* *Cheque Preparation.*
* *Making of Creditors and Debtors Statement*
* *All types of letters & statement typing*
* *All types of clerical works*
* *Handling all types of secretarial works*