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**MOHAMMED**

**MOHAMMED.375553@2freemail.com**

**CAREER BRIEF**

* A **BBA** & result oriented professional with more than **2 years** of experience in **Finance & Accounts,** seeking middle level assignments with an organization of repute to utilize my education and experience to the company’s best interest.
* Experienced in spearheading a wide spectrum of finance & accounts activities encompassing **Accounts Payable, Accounts Receivable, Reconciliation,** preparation of **Profit & Loss account** & **Balancesheet** with schedule**.**
* Excellent command in **Ms-Excel.**

**ORGANISATIONAL SCAN**

**ASSOCIATED COMPUTERS AND SECURITY SYSTEMS, KERALA, INDIA. (2015-2017)**

**ACCOUNTANT**

A dealer of mobiles and tablets, Associated Computers & Security Systems in Tirur has been providing an extraordinary service to the citizens ever since its establishment in 2004. Making available a wide range of mobiles and tablets of all renowned national and international brands.

**Key Result Areas**

* Maintaining daily transactions.
* Preparation of Journal, Cash & Bank Vouchers
* Maintenance and accounting of **Petty cash** on day-to-day basis.
* Accounting of Expenses on day to basis as and when occurred.
* Preparation of Invoices as per the agreements and follow-ups with customers regarding the outstanding receivable from them.
* Calculation of Salaries, Wages & Preparation of **Pay Slips.**
* Preparation of **Invoices.**
* Calculation of TDS & Preparation of TDS Certificates.
* Calculation of Sales Tax/ VAT/ Filing of Returns.
* Responsible for TDS, CST, VAT & Return Filing.
* Maintenance of bankbook and **Bank Reconciliation** on monthly basis.
* Maintenance and recording of entire income and expenses in “**TALLY**” accounting software on day-to-day basis.
* Preparation of **MIS reports** as per required format of the management on monthly basis.
* Preparation of Profit & Loss Account & Balance Sheet.

**STEPPING STONE ACCOUNTING CONSULTANCY,KERALA,INDIA.**

**ASSISTANT ACCOUNTANT**

M/s. SSAC is an Audit Firm having Head Office at Thrissur, Kerala, India and Branch Office at Kozhikode, Kerala, India. Attained ample experience in the various Accounting activities from Vouchering to Finalisation of Accounts of Trading, Manufacturing and Service Organisations.

**Key Result Areas:**

* Handling the total **Accounts Payable.**
* Preparing & Monitoring **DailyCash flow Statements**.
* Preparing **DailyBank Reconciliation Statements.**
* Responsible for Reimbursements of the employees.
* Responsible for **Accounts Receivable** & **Petty Cash.**
* Handling reconciliation of debtors' ledgers, bank (collection account), &cheques collection.
* Preparation of **Invoices Ageing**.
* Handling the banking matters regarding loan, fund transfer, financial guarantee etc.
* Responsible for the maintenance of **Pay Roll**
* Responsible for the purchase of fixedassets, equipments, office supplies etc.
* Assist in the preparation of AnnualBudgets.
* Preparation of **Profit & Loss Account** and **Balance Sheet**.
* Handling inventory reports.
* Making Product details and LPO & invoices.
* Managing official procedures
* Making official correspondence.
* Making daily wise company activity reports.

**ACHIEVEMENTS**

* Track record of outstanding performance in the course of servicing customer.
* Delivered significant contribution to the management by performing jobs as per set policies, surpassing performance parameters, exceeding customer’s expectations, promoting firm’s services and portraying a pleasant disposition towards colleagues as well as customer.

**SCHOLASTICS**

* **Bachelor of Business Administration** from Mahatma Ghandhi, India in 2015.
* **Higher Secondary** from Kerala Secondary Board, India in 2012.
* **Secondary** from Kerala Board, India in 2010.

**OTHER CREDENTIALS**

* Advance level user of Microsoft, internet and e-mail application.
* Diploma in Professional Accounting & Analysis from IPA Accounts Academy, (Manual& Practical).

**TECHNICAL PURVIEW**

* Well versed with:
* **SAP, Tally ERP 9, Peachtree, Quick books, Myob etc.**
* **Windows, Dos, Ms-word, Excel, Access, Power Point.**

**PERSONAL DOSSIER**

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Date of Birth : 13th February 1995

Nationality : Indian

Religion : Islam

Marital Status : Single

Passport issue date : 27/06/2016

Passport expiry date : 26/06/2026

Visit Visa expiry : Nil

Languages known : English, Hindi Arabic& Malayalam.

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.