MAHABUB

CONTACT

|  |  |
| --- | --- |
|  | Mahabub.378499@2freemail.com  |
|  | C/o 971504973598 |
|  |  |
| DUBAI, U.A.E. |  |

CAREER OBJECTIVE

I aspire to work in a dynamic organization that offers professional growth while being innovative and flexible. I am looking for a challenging position to learn and utilize my skills in the fields of Financial Services and make a meaningful contribution to the organization.

PROFILE AT GLANCE

A Dynamic and Competent Computer Skills & Professional.



Solid Interpersonal and Communication Skills.



Highly Organised and dedicated with a positive attitude. Self Motivated.



Able to set Effective Priorities and can adapt easily new concepts and responsibilities.



Consistently exceed Customer Service expectations.



EXPERIENCE

COMPANY: Saimohn-Le Associates May 2017 — December 2017

ROLE: Accounts Assistant

ROLE DESCRIPTION:

Managed accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash / cheque / voucher in a timely manner.



Prepared table of accounts, assigned entries to proper accounts to ensure proper accounting methods,



principles and policies are being followed.

Reviewed and coded financial information.



Prepared and processed documents to disburse funds and make deposits.



Prepared weekly and monthly financial reports.



Compiled and reviewed information for accuracy.



Maintained files, and computerized accounting databases.



Analyzed documents, clearances, certificates, and approvals from local and state agencies.



EDUCATION

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| --- | --- |
| EDUCATIONAL QUALIFICATION : Master of | August 2015 — April 2017 |
| Business Administration |  |
| INSTITUTE: Andhra University, Visakhapatnam |  |
| PERCENTAGE: ***60%*** |  |
| EDUCATIONAL QUALIFICATION : Bachelor | June 2012 — March 2015 |
| Of Science |  |
| INSTITUTE: Aditya Degree College |  |
| PERCENTAGE: ***59%*** |  |

 1

EDUCATIONAL QUALIFICATION : June 2010 — March 2012

Intermediate

INSTITUTE: Aditya Junior College

PERCENTAGE: ***71%***

EDUCATIONAL QUALIFICATION : SSC June 2009 — March 2010

INSTITUTE: Aditya Public School

PERCENTAGE: ***81%***

EDUCATIONAL QUALIFICATIONS

M.B.A. **(Banking and Financial Services)**, Andhra University, Visakhapatnam



B.Sc **(Mathematics, Statistics, Computer Science)**, Adikavi Nannaya University, Aditya Degree College, Kakinada.



Intermediate **(Mathematics, Physics, Chemistry)**, Board Of Intermediate Education, Aditya Junior College, Kakinada.



S.S.C., Board Of Secondary Education, Aditya Public School, Kakinada.



COURSES

**COURSE**: Short Term Vocational Certificate Course

**INSTITUTE**: State Institute of Vocational Education

**CGPA**:*8.5*

ACADEMIC PROJECTS

Project Title - **A STUDY ON CUSTOMER AWARENESS TOWARDS INTERNET BANKING SERVICES.**

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Organisation - **Andhra Bank**

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Contribution - Analysis of Internet banking services of the Andhra Bank



Description - To find out the awareness level and the effectiveness of internet banking service provided by Andhra bank to the customers. The analysis will help to know the awareness level of customers regarding the internet banking services. Along with the satisfaction level of the customers in the internet banking services and the customers’ perception regarding the internet banking service at Andhra bank.



SKILLS

Proficient in Tally ERP 9, Microsoft Office (Word, PowerPoint, Excel and Access), Microsoft FrontPage.



Basic HTML, Dynamic HTML, C, C++, JavaScript, Java.



Familiar with Adobe Photoshop.



ACHIEVEMENTS

Participated in the Seminar on "Exploring Possibilities of MSME Start ups in Coastal Corridor Region With Special Focus on Visakhapatnam District."



Participated in IIT-Madras's Esteemed Tech-fest SHAASTRA - 2014 held in Chennai. Qualified in Top-10 of Design and Build Events - Contraptions held in IIT-Madras's Esteemed Techfest SHAASTRA - 2014.



Participated in Android Workshop held in IIT-Madras's Esteemed Tech-fest SHAASTRA - 2014 .



Member of Rotary Club, Kakinada.



Secured many prizes in Poster Presentation.



 2

PERSONAL INFORMATION

Date Of Birth : 27th October 1994



Gender : Male



Languages Known : English, Hindi, Urdu, Telugu



Nationality : Indian





Hobbies : Photography, Gardening, Surfing for New Stuff, Listening Music, Watching Horror Movies.



DECLARATION

I hereby declare that all the details furnished above are true to the best ofmy knowledge and belief.

**MAHABUB**

 3