 **MOHAMMED ATIF**

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***Career​ ​Objective***

Poised to contribute unique blend of skills in finance and accounting supported by excellent verbal and written communication, reporting & coordination skills with a unique drive for excellence and success which will be a value addition for the organization.

***Work Experience***

(Feb 2018 to May 2018)

Role and Responsibility **: “Accounts Assistant’’**

* Maintain day to day books of Accounts in Tally
* Maintain Bank Reconcilation Statement and Reconcilation of Debtors and Creditors
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Verification of bills & reconciliation of total turnover.
* Bank, Debtors & Creditors Reconciliation.
* Maintain cash transaction & petty cash book, preparing cash.
* Preparing of Tax invoices, Vouchers & Agency Payment.
* Sales & Purchase total reconciliation of accounts calculating VAT.
* Reconciliation of Bank Statement at the end of month.
* Assist in maintain Balance sheet & profit & Loss

***Education Qualification***

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| --- | --- | --- | --- | --- |
| **Qualification** | **College/Institution** | **University/Board** | **Year** | **GPA/​ ​%Marks** |
| Bachelor​ ​of  Commerce  (Generals). | Vidya dayini  degree college.  Santosh Nagar. | Osmania  University. | 2014-2017 | 70.00% |
| Intermediate  (Maths,  Economics​ ​and  commerce). | MS​ ​Junior​ ​College.  Malakpet. | Board​ ​of  Intermediate  Education. | 2012-2014 | 82.22% |
| X​th | Royal Embassy High  School.  Santosh Nagar. | Secondary  School​ ​Certificate  (SSC) | 2012 | 82.00% |

***Technical Knowledge Synopsis***

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SAP (Finance & Controlling) modules.Version ECC 6.0

* Creation of company and configuring g/l Accounting, Accounts Payable& Receivables, Asset Accounting,Bank Accounting.
* Petty cash book, Automatic Payment Program
* Integration with MM & SD

● Tally Erp-9

● MS-Office(Advance Excel, Word).

● Working​ ​knowledge​ ​of​ ​windows​ ​XP,​ ​Win​ ​7​, ​Win​ ​8.1 and Win 10.

● Typing speed – 30 WPM

***Achievements***

● Led my team and won inter –school cricket tournament.

● Grade” A” in SAP and Tally certificate.

***Key Strengths***

* Responsibilities and Detail Oriented
* Analytical and Problem Solving Skills
* ­Interacts well with any individual from different culture
* Can effectively handle high-pressured and deadline-oriented tasks

***Personal Skills***

* Ability to apply leadership practices
* Flexible, Innovative and Energetic
* ­Self-Innovated and ability to work in a challenging environment
* Highly motivated and eager to learn new things
* ­Ability to produce best result in pressure situation.

***Other Details and Hobbies***

● Date of birth **:** 23rd January,1996

* Marital Status **:** Unmarried
* ­Hobbies **:** Listening music,Playing cricket and football.
* Languages Known **:** English, Hindi and Urdu.

I here by declare that the information provided above is genuine and if you give an opportunity to work in your organization, I will put my best efforts to prove my self.

Date:

Place: UAE (Mohammed Atif)