RESUME

**MUSTAHID**

**Email:** [**mustahid.388319@2freemail.com**](mailto:mustahid.388319@2freemail.com)

**Career Objective**

A career in Accounting & Finance, that provides opportunities for personal and professional development as well as contributes to the organizations growth.

**Summary**

A challenging determined Commerce degree with good communication skills and ready to work both independently and as a member of a team, utilizing the skills acquired during my course and experience overall 6 years.

* 6 Yrs experience in Accounting**.**
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills & can meet the deadlines without Compromising on quality
* Proficient in computerized accounting using, Focus, Tally 9 ERP, Smacc5, ERP, All Modules.

**Previous Employer**

# Al Faris Group.

Group Consist of Different types of business like Sturgeon Caviar Production. Steel Division. Readymix concrete Plant. Vet clinic.

**Worked As A General Accountant. From 29.07.2013 to 13.08.2018**

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**Duties**

* Prepare journal entries
* Complete general ledger operations
* Monthly closings and preparation of monthly financial statements
* Reconcile and maintain balance sheet accounts
* Draw up monthly financial reports
* Prepare analysis of accounts as requested
* Assist with year end closings
* Administer accounts receivable and accounts payable
* Prepare tax computations and returns
* Assist in preparing budgets and forecasts
* Assist with payroll administration
* Monitor and resolve bank issues including fee anomalies and check differences
* Account/bank reconciliations
* Review and process expense reports
* Assist with preparation and coordination of the audit process
* Assist with implementing and maintaining internal financial controls and procedures
* Fixed asset management
* Cash flow statement

**Previous Employer**

# Cinemax Ind Ltd.

**Worked As A Junior Accountant. From 01.06.2011 to 31.05.2012**

**Duties**

* Prepare journal entries
* Preparing cash sheets/Bank sheets/Cash flow statements
* Helping Senior Accountants in Finalising of Accounts
* Bank reconciliations.

**Academic Credentials**

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| **M.B.A{Finance/Marketing}** | OSMANIA UNIVERSITY |  | 2011 |
| **B.COM{GENERAL}** | KAKTIYA UNIVERSITY |  | 2009 |
| **INTERMEDIATE{C.EC}** | BOARD OF INTERMIDATE |  | 2006 |
| **S.S.C** | SECONDARY SCHOOL CERTIFICATE |  | 2004 |

**Personal Details**

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| **Nationality** | : | **Indian** |
| **Gender** | : | **Male** |
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| **Languages Known** | : | **English, Hindi, Telugu &Urdu.** |

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