**RESUME**



**MOHAMMED**

Email: [**mohammed-389842@2freemail.com**](mailto:mohammed-389842@2freemail.com)



**CAREER OBJECTIVE:**

To pursue a rewarding career with an organization, where I may apply my skills and professional attitude to provide customers with maximum comfort and marvelous experience.

**KEY SKILLS:**

* Accounts Payable Processes & Management
* Invoices/Expense Reports/Payment Transactions
* Corporate Accounting & Bookkeeping
* GAAP Standards & Government Regulations
* Vendor Negotiations & Management
* ERP, EDI & Financial System Technologies
* Records Organization & Management
* Journal Entries & General Ledger
* Teambuilding & Staff Supervision
* Spreadsheets & Accounting Reports

**PROFESSIONAL EXPERIENCE:**



Worked as an **ASSISTANT ACCOUNT** in Tally Erp 9 for a period of 2+ Years at **DECCAN DENTAL DEPOT PVT LTD** in Telangana, India.

**Duties and Responsibilities: -**

For both employers, handled daily A/P processes; supervised A/P clerks; managed vendor/supplier relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.

**Key Results:**

* Maintain a safe, secure and healthy work environment by adhering and enforcing safety codes.
* Ensure a consistently high standard of work to be produced in accordance with specification and quality standards.
* Managed the accurate and timely processing of up to 10,000 invoices ($1M) per month for large, multi-site organizations.
* Prepare journal entries Preparing Sales Bills of the Products and providing daily update reports.
* Preparation of Purchase Orders.
* Maintaining the record of account payables and Receivables.
* Maintain receipts and payment statement,
* Maintaining & Updating Petty Cash Book Manually.
* Payment Vouchers Entries as per the sales Receipts.
* Updating Daily Sales report in the Software’s (TALLY ERP 9, MS-EXCEL)
* Reporting directly to the Accounts Manager.
* Assist with monthly closings and preparation of monthly financial statements

**EDUCATION KNOWLEDGE:**

* Bachelor of Commerce (B. Com) from Osmania University, Hyderabad, Telangana, India.
* Intermediate by Opting C.S.E from Hyderabad, Telangana.
* SSC from Board of Secondary Education, Hyderabad, Telangana.

**COMPUTER SKILLS:**

* Diploma in Computer Application: MS-Word, MS- Excel, MS- Access, MS- Power Point, Internet, Navigations & E-mail.
* Diploma in accounting software Focus, Tally erp,9, QuickBooks.

**INTERESTS AND HOBBIES:**

* Reading Islamic Literature
* Surfing Net
* Long Drives and Travelling.

**STRENGTH:**

* Self Confidence.
* Hard Working, Friendly personality, Patient/ Tolerant nature.
* Quick learner motivated and dedicated to getting the job done right.
* Strong communication skills and ability to work well at various levels.
* PRO-ACTIVE & Willingness to work under any pressure.

**PERSONAL INFORMATION:**

Nationality : Indian

Birth Date : 20/10/1992

Marital Status : Single

Gender : Male

Religion : Muslim

Languages Known : English, Hindi & Urdu