**Curriculum Vitae**

**MOHAMMED** 

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**OBJECTIVE**

Seeking challenging positions in Accounting work/ Bank Reconciliations with an organization of high repute

**SUMMARY/ AREA OF EXPERTISE**

* Professional with nearly 4 years of accomplished experience in Finance & Accounts, MIS and Administration
* Exposure in managing financial accounting, receivables & payables management, preparing statutory books, Bank statements and finalization of accounts

**WORK EXPERIENCE**

**Hilltop Builders & Developers, Hyderabad as Accountant: Sep 2017 to till date**

Highlights:

* Monitoring and reconciliation the general ledgers
* Payroll Process
* Bank Reconciliation
* Reconciliation of receivable ledgers & payable ledgers
* Assits with Sr Accountant
* Entering data in software
* Process of Bank work
* Coordinate and resolve various issues with bank such as clearing check and enhancement to online services
* Follow up Purchase Order
* Successfully drafted bank transactions & developed documentation of agreements
* Secures financial informations by completing database backups
* Maintain financial security by following internal controls
* Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
* Verifies assets and liabilities by comparing items to documentation.
* Completes audit workpapers by documenting audit tests and findings.
* Appraises adequacy of internal control systems by completing audit questionnaires.
* Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

 **PREVIOUS WORK EXPERIENCE**

**Kabeer Construction, Hyderabad as Accountant: Nov 2015 to Aug 2017**

**Highlights:**

* Maintaining petty cash
* Payroll Process
* Follow up the purchase order
* Secures financial informations by completing database backups
* Maintain financial security by following internal controls
* Reconciliation of receivable ledgers & payable ledgers
* Process of Bank work
* Monitoring and reconciliation the general ledgers
* Payroll Process
* Bank Reconciliation

**HOBBIES**

* Greed to knowledge
* Making freinds

**EDUCATION**

2015 year, B.Com. From Vishwenthra College, Hyderabad

Accounting Packages : Tally & skillful with M S Word, MS EXCEL, POWERPOINT

**PERSONAL DETAILS**

Date of Birth : 11th Aug 1991

Marital Status : Single

Languages known : English, Hindi, & Urdu