



**Mohammed Hasham**

Email:mohammedhasham22@gmail.com

**Objectives**

* Smartway of working, committed to work and result oriented capable of working individually.
* An accommodative attitude blended with a keen sense of responsibility and willing to learn.
* Effective organizational skills with planning, coordinating and leadership and controlling capabilities.
* Able to work under pressure with minimum supervision.

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**Jan 2012 till Nov 2013**

**Shiv SivaaEnterprises (Family Mall)**

Worked as Administrator / Accountant

**KeyResponsibilities**

**Administrator Work**

* Vendor Invoice checking as per order and there submission for Account book
* Preparing Stock Statements
* Preparing barcode sheet for all items
* Every supplier ledger proper check every day
* Preparing worksheet supplier ledger details in M.S Excel
* Preparing supplier cheques as per outstanding balances
* Preparing supplier payment letters in M.S Word
* Preparing worksheet bank statement, credit card sales details in M.S Excel
* Preparing monthly bank reconciliation statement.
* Prepares documents early
* Manages outgoing / incoming project documents
* Keeps track of all records

**Accountant**

* Maintain accounts in (TALLY ERP SOFTWARE).
* Prepare financial statements and reports for clients or company management.
* Performing balancing functions, entering cash and making journal entries.
* Maintain Inventory Control analysis.
* Calculate VAT & C.S.T online payment
* Preparing monthly bank reconciliation statement.
* Preparing worksheet bank statement, credit card sales details in M.S Excel.
* Ordering for requirement of enterprises.
* Vendor Invoice checking as per order and there submission for Account booking.
* Arranging supplier balances as per account.
* Making payments to concern party on account.
* Preparing supplier payment letters in M.S Word.
* Helping in finalization of accounting, monthly Trial Balance, Profit and Loss A/c and Cash Flow Statement.

I desire growth, based on performance, accomplishments and achievements, seeking to lead multi-disciplinary sales & marketing / customer services team, in a new challenge.

**Dec 2013 till Oct 2014**

**Amazon INC, Hyderabad, India.**

Worked as Business Sales Executive

**Key Responsibilities**

* Enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
* Protects organization's value by keeping information confidential.

**Academic Qualifications**

**2007 Higher Secondary School**

Midas high school Hyderabad, India

**2010Board of Intermediate**

Safa Junior college, India.

**2013 Bachelors of Commerce**

Devi AhilyaVishwavidyalaya, Indore, India.

**Computer Skills**

Accounting Software (Tally ERP)

Proficient in MS Office

Auto Cad

Quick Book

Peach Tree

**Extra Activities/Hobbies**

Interested in few Sports,travelling &reading books.

**Languages**

Written and Oral communication skills in English, Urdu, &Hindi.

**Personal Profile:**

* Date of birth : 22 August,1991
* Father name : Hasan Ali
* Nationality :Indian
* Religion : Islam
* Marital Status : Single
* Visa status : On Visit visa till 26th June 2015

**I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief. If given an opportunity in your esteemed organization I will put in my very best efforts to prove my abilities.**

**Signature**

**Mohammed Hasham**