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**CURRICULAM VITAE**

**MOHAMMED**

[**MOHAMMED.240615@2freemail.com**](mailto:MOHAMMED.240615@2freemail.com)

**Career Objective**: Seeking a challenging position in a dynamic organization with an aim to contribute towards success in the field of financial Accounting while performing consistently and exceeding organizational expectations and constantly availing opportunities to learn, excel and grow.

**Educational Qualification:**

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| **Qualification** | **University / Institute** | **Year** | **Speciliazation** |
| B.com – Bachelor of Commerce | Osmania University, Hyderabad. | 2011 | Financial Accounting |
| Intermediate – C.S.E | Board of Intermediate Education | 2008 | - |
| Matriculation – S.S.C | Board of Secondary Education | 2006 | - |

**Other Qualification:**

* **SAP (FI-CO)** – Diploma in **SAP (FI-CO) ECC 6.0 Version** from " Tally Academy ".
* **TFAP**– Diploma in **Tally Financial Accounting Program** from " Tally Academy ".
* **Certification Training Programme on Goods & Services Tax (GST) Conducted by The National Institute for Entrepreneurship and Small Business Development (NIESBUD).**
* Diploma in **Computerised Financial Accounting Softwares.**
* **MS Office**–Diploma in Office Automation System ( Microsoft Office 2007 ).
* Diploma in Business English & Business Communication.
* Diploma in Fluent English from “ VETA Academy”.
* Typing Speed – 50 WPM

**Accounting Softwares:**

* SAP (FI-CO) ECC 6.0 Version
* Tally ERP 9
* Peachtree Accounting Software
* Focus
* Wings
* Quickbooks
* Mizan.net
* E-garrage

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| **PROFESSIONAL EXPERIENCE** |

**Total Worked Experience : 6 Years**



**URBAN DESIGNS *Consulting Engineers & Contracting* – Hyderabad, Telengana, India.**

Urban Designs Consulting Engineers & Contracting is a Private firm providing their services for clients for Project Management & Contracting. It mainly deals with Designing, Planning & Construction of Residential & Commercial building projects.

**Having 1 Year and 4 Months of Worked Experience :**

Working as an Accountant in **" Urban Designs Consulting Engineers and Contracting".**

**Job Profile:-**

**Accountant – ( From April 2016 To Till Date )**

1. Create Project accounts in the accounting system. Maintaining project related records such as Project Contracts and Subcontract agreements.
2. Enquiring, Checking &Verifying final prices & quantities in Local purchase orders with various supplier prices in comparison sheet.
3. Preparing and Posting Receipt Vouchers in Tally for Contract Budget Installments received from Clients.
4. Preparing and Posting Payments Vouchers in Tally for Purchased Materials by verifying documentation.
5. Maintaining various account documents such as statements for Monthly Expenditure, Supplier’s accounts, Receipt & Payments accounts, Payment Certificates of respective projects etc.
6. Making payments for purchase of materials, Sub-contractors & weekly manpower wages.
7. Monitoring and maintaining LPO & all sub-contractor agreements for payment terms & conditions. Reconciliation of suppliers and subcontractors accounts.
8. Co-ordinating with Project manager towards project cost variation and for approval process. Closing out project accounts upon project completion.
9. Maintaining Petty Cash Expenditures incurred at the project sites.
10. Maintains professional & technical knowledge by attending educational workshops, reviewing professional publications.



**AL MAZROUI & CLEVY AUTOMOBILE SERVICES LLC – Abu Dhabi, United Arab Emirates.**

Al Mazroui and Clevy Auto Services L.L.C is a fully capable intergrated Automobile Workshop, Providing Preventive, Corrective and Predictive Maintainance services for light, medium and heavy vehicles.

**Having 8 months of Worked Experience :**

Worked as an Assistant Accountant in **" Al Mazroui and Clevy Automobile Services L.L.C ".**

**Job Profile:-**

**Assistant Accountant – ( From August 2015 To March 2016 )**

1. Preparing Sales Invoices and posting in financial Accounting Software.
2. Posting the Purchase Invoices in Accounting software after ensuring correct approval, coding and matching.
3. Review all invoices for appropriate documentation and approval prior to payment.
4. Verifying Supplier invoice with Purchase order.
5. Set-up and maintain Supplier and Customer Accounts in Financial Accounting Software.
6. Review Service job card and prepare sales invoices for dispatch to customers.
7. Prioritize invoices according to payment terms to Suppliers.
8. Reconcile vendor statements, research and correct discrepancies for payments.
9. Coordinate with vendors regarding invoicing inquiries and discrepancies.
10. Generate and circulate Monthly/Weekly Receivable accounts to debts collectors.
11. Preparing Management Daily Purchase and Sales reports.
12. Customer Service Job Card Costing for Correct approval, matching and ensuring Service.



**KOJAK GROUP OF COMPANIES – Sharjah, United Arab Emirates.**

A group of Companies having wide range of diversified business portfolio**.**

1. Export & Import of Mercedes & BMW Cars.
2. Trading of Spare Parts, Accessories & Workshop - leading provider of auto parts and accessories for Mercedes.
3. Real State – Commercial & Residential Buildings.

**Having 2 yrs & 2 months of Worked Experience :**

Worked as an Assistant Accountant in **" Kojak Motors ".**

**Job Profile:-**

**Assistant Accountant – ( From May 2013 To July 2015 )**

1. Verify receipt of material & confirmation of receipt of material.
2. Review all invoices for appropriate documentation and approval prior to payment.
3. Verifying Supplier invoice with Purchase order.
4. Set-up and maintain supplier accounts.
5. Enter Purchase invoices in accounting system for payments ensuring correct approval, coding and matching.
6. Prioritize invoices according to payment terms.
7. Reconcile vendor statements, research and correct discrepancies.
8. Process check runs and set up on-line payment.
9. Sending remittance advices to suppliers.
10. Coordinate with vendors regarding invoicing inquiries and discrepancies.
11. Maintain files and documentation throughly and accurately, in accordance with company policy and accepted accounting practices.
12. Ensure compliance to Company policies and procedures.

**Other Duties:**

* Prepare Customs Documents for arrival of cars in UAE - Transfer Approval, Vehicle Inspection and Prepare Export Bill, Gate Pass, and Exit Certificate for Export of Cars to other countries.
* Creating Material Car Card and Preparing Local Purchase Order and Posting in Mizan.Net.
* Assisting Accounts Manager for Material Inventory for Monthly Car Stock in Showrooms.
* Preparing Cars Evaluation, Quotation Invoice for Customers.
* Prepare Company Weekly Car Stock List for Local and Export.
* Follow up for the car status for ETA in Ports and Showroom.



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**Having 2 Years of Worked Experience :**

Worked as an Accounts Assistant in **" Urban Designs Consulting Engineers and Contracting".**

**Job Profile:-**

**Accounts Assistant – ( From May 2011 To April 2013 )**

1. Enquiring material rates from Various Suppliers for various projects.
2. Preparing Material Comparison Sheet and Local purchase orders after approvals using MS-Excel.
3. Preparing and Posting Receipt Vouchers for Project Budget Installments received from Client in Tally.
4. Preparing and Posting Payments Vouchers for Purchased Materials in Tally.
5. Maintaining Accounts Documents such as Interim Payment Certificates & Statements of various Project Expenditures using MS- Excel.
6. Making payments for purchase of materials Sub-contractors & weekly manpower wages.
7. Preparing & maintaining Sub-Contractors work agreements.
8. Maintaining Petty Cash Expenditures incurred at the project sites.

**PERSONAL DETAILS**

Date of Birth : 30th December 1989

Languages : English, Hindi, & Urdu.

Religion : Islam

Marital Status : Unmarried

Nationality : Indian

Declaration:

I hereby declare that the above information and written particulars are true and correct to the best of my knowledge and belief.