

# Mohammed

**M**aster of **C**ommerce (**F**inance)

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#### OBJECTIVE

*To obtain employment as a Professional in an organization this would enable me to gain experience in the field of Finance and Accounting. I would like to be a key member intends to benefit my Employer through the knowledge I have gained to date and to prove my skills and abilities while working in a team orientated environment.*

#### PROFESSIONAL EXPERIENCE

***1-*** *Company :* ***VERSATILE BUSINESS SOLUTIONS***

*Position :* ***FUNCTIONAL CONSULTANT***

*Duration :* ***1 Year (Oct-2014 to Aug-2015)***

* *Prepare money collection reports which collected from clients.*
* *Prepare outstanding statement of accounts and to do follow-up and co-ordinate with Credit Controller for collecting the outstanding receivable.*
* *Working on Financial software and interaction with client.*
* *Preparing Accounts Payable Voucher. Accounts Receivable Voucher. Cash Receipt Voucher. Cash Payment Voucher. Bank Receipt Voucher. Bank Payment Voucher.*

***2-*** *Company :* ***DIVINE M.A ENGLISH HIGH SCHOOL***

*Position :* ***ACCOUNTANT***

*Duration :* ***1 Year (Nov-2013 to Oct-2014)***

* *Maintained money collection reports which collected as fees or donations.*
* *Processing accounting transactions.*
* *Handling payroll and maintained payment information.*
* *Preparing Income, Expenses, Cash Receipt, Cash Payment, Bank Receipt, Bank Payment Vouchers.*

***3-*** *Company :* ***SHINDE CONSULTANCY***

*Position :* ***ACCOUNTANT***

*Duration :* ***15 Months (Jul-2012 to Oct-2013)***

* *Maintained day to day books of accounts manually or in tally.*
* *Maintain journal entry sales, purchase and expenditure invoice.*
* *Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.*

***4-*** *Company :* ***KISWA GARMENTS & KANZ FASHIONS***

*Position :* ***SALES REPRESENTATIVE***

*Duration :* ***29 Months (August 2009 to Dec 2011)***

* *Maintaining the healthy relationship with the customer*
* *Delivering presentations of the company products.*
* *Identifying and establishing contact with potential customers productivity.*

#### SKILLS

* ***Across 5 years of experience*** *in maintaining Accounts Payable and Accounts Receivable manually and also in* ***Oracle E Business Suite R12.***
* ***Well Versed in****maintain journal entries, ledger, invoices, expense reports and payment transactions in* ***Tally ERP 9.***
* ***Hands or Experience on*** *represent the data in professional and useful manner by using Vlookup, Pivot Table, and Conditional Formatting etc in* ***MS Excel****.*
* ***Ability to identify*** *complex problems and reviewing related information to develop and evaluate options and implement solutions.*
* ***Committed*** *to learn, improve capabilities to enhance performance. Fast-learner and dedicated in delivering team success and client satisfaction.*
* ***Having*** *excellent writing & communication skills.*

#### EDUCATION

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| --- | --- | --- |
| **EDUCATION** | UNIVERSITY | **YEAR** |
| ***Master of Commerce*** | *Gulbarga University Gulbarga (INDIA)* | *2014* |
| ***Master of Business Administration*** | *C.V Raman University (INDIA)* | *Waiting for result* |
| ***Bachelor of Commerce*** | *Gulbarga University Gulbarga (INDIA)* | *2012* |
| ***Intermediate*** | *Idara-e-adbiyat-e-urdu (INDIA)* | *2009* |
| ***SSLC*** | *Secondary School Leaving Certificate Karnataka(INDIA)* | *2003* |

#### TECHNOLOGY SUMMARY

1. ***Oracle Financial E-Business Suite R12*** *(Oracle University USA, Id* ***OC1500482*** *)*

* ***General Ledger:***

1. *Setting up the Set of Books: Setting up the Accounting Flex Field- Value Sets, Structure & Segment, Segment Values, Currency and Calendar.*
2. *Setting up Multiple Organizations for enhances functional control over the data.*
3. *Defining Cross Validation and Security Rules for restricting the use of account code combination.*
4. *Setting up Consolidation of set of books. Defining Rates for Translation & Revaluation, Defining Historical Rates.*

* ***Accounts Payables:*** *1. Creating Invoice whether manually or Imported for Supplier including CM/DM   
  2. Validating the Invoices through program or manually   
  3. Payment against invoices and adjustment entries.   
  4. Creating accounting manually or through Payables Accounting Process   
  5. Transferring the accounted entries to GL*
* ***Accounts Receivables:***

1. *Accounts Receivable activities in the Finance department.*
2. *Maintain collections as per authorized credit terms and conditions.*
3. *Collection of overdue payments from customers.*
4. *Follow-up on doubtful accounts that require special attention and escalate issues to superior as and when require.*
5. ***Tally ERP9***
6. *Entering journal entries,*
7. *Maintaining ledgers,*
8. *Preparing balance sheets and reports.*
9. *Bank Reconciliation and Reconciliation of Debtors and Creditors.*
10. ***Advance Excel***
11. *Vlookup,*
12. *Conditional Formatting,*
13. *Data Validation,*
14. *Preparing reports by using charts, diagrams & graphs and Pivot table.*

#### PERSONAL DETAILS

*Date of birth : 01st August 1987*

*Gender : Male*

*Marital status : Single*

*I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.*