Muhammed

[Muhammed.340337@2freemail.com](mailto:Muhammed.340337@2freemail.com)

**Objective**

**To develop a good career in a reputed organization by displaying excellent abilities and to update relevant knowledge in my discipline, face the challenges, with a thought process oriented towards the betterment of the organization.**

**Qualification**

**Academic**

**B Com -Bachelors degree in Commerce and finance from**

**Indira Gandhi National Open University- Mach 2014(Three Years course)**

**Diploma in Computerized financial accounting**

**Higher Secondary from Kerala State Govt. Passed. SSLC from Board of Examination Kerala, Passed.**

**Technical Skill**

**Excellent operating skills of all windows based programs, Operating systems-Dos, Windows, E mas ERP**

**Applications- WIN-95, MS office, MS Word, MS Excel,**

**Outlook and Power Point Etc.), Internet and E mail Operations,**

**Thorough Knowledge of Accounting Package, ERP,**

**TALLY ERP 9**

**EMPLOYMENT HISTORY**

**Accountant at Point Art Decor Consultancy Co. at**

**Sharjah(UAE).**

**Assist Accountant & Store Super keeper at well reputed company in international THE WESTERN INDIAPLYWOOD CO. Period 02/05/2015 to 29/02/2016,**

**Nature of Work**

**Preparing Purchase & Sales Invoices and maintaining Purchase and sales registers**

**Preparing of material requisition, material receipt & issue as per**

**the production requirement**

**Preparation of monthly reports (MIS) to Chartered Accountant.**

**Preparation of ageing analysis of creditors and debtors Keeping tracks of the payables & receivable, generating reports as when required.**

**Handling Bank & Costumer reconciliation.**

**Authorizing of LPO, and documentation for credit purchase. Scrutiny of departmental information including time sheets,**

**reports, contract and invoice payments. documentation. Coordination with department and branches.**

**E- Filing the Tax Returns.**

**Administered Online Banking Function.**

**Stock maintaining as per ROL and preparation of LPO**

**Language Ability**

**Excellent commend over spoken and writing in English, Hindi, Malayalam & Tamil And Arabic Reading and writing ,**

**KEY & STRENGTH**

**Strong communication & interpersonal skills and highly dedicated. Ability to learn the organization's accounting and corporate**

**software tools.**

**Prepare for and meet aggressive deadlines, capable to work under pressure.**

**Strongly believe in team work, can build and lead team to achieve the set goals.**

**Positive approach to work and proven ability to learn and adapt quickly.**

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| **DECLARATION** |  |  |

**Manage multiple tasks and competing priorities. Good trainer as well as team player.**

**I hereby declare that the information given in this resume is**

**correct to the best of my knowledge and belief.**