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| *Ajaz* |

*Mohammed*

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**Seeking Position:** **Accounts Payable (or) Any Suitable Position**

**JOB OBJECTIVE:**

Looking forward for a good and challenging opportunity with my career growth, benefits and betterment by which my experience, talent and abilities are utilized to the maximum.

**EXPERIENCE:**

* Working in **TARBIYYA CONCEPT SCHOOL**, as School Incharg Science Oct 2014 **Hyderabad, India.**
* Worked as an Accounts Payable in **ARABIAN HALA CO. LTD** for 3 Year 3 Months in **KINGDOM OF SAUDI ARABIA.**
* Worked as Operation Supervisor in ***ARABIAN AGRICULTURAL SERVICES CO*** for 5 years in ***KINGDOM OF SAUDI ARABIA***.
* Worked as an Accountant in ***AISHWARYA MARKETING*** for 4 years 2 months in ***INDIA***.
* Worked as an Accounts Assistant in ***SEEMA ENTERPRISES*** for 4 years and 3 monthsin ***INDIA***.

**EDUCATIONAL QUALIFICATION:**

* **Bachelor of Commerce** (2001) from Dr. B.R. Ambedkar University, India.
* **Secondary School Certificate** (1985) from Board of Secondary School Certificate, Andhra Pradesh, India.
* **Post Graduate Diploma in Computer Programming** (1997) from Setwin Institute of Management and Computers, India.

**COMPUTER SKILLS:**

Operating System : MS Dos, Windows98, 2000, XP, NT4.0

RDBMS : FoxPro, Oracle8i, Developer 2000

GUI Tools : Visual Basic 6.0 (Enterprise Edition)

Packages : Microsoft Office 2010.

Accounting Software : Enterprise Resource Planning (ERP)

Accounting Packages : Wings, Tally & Focus

**SUMMARY OF JOB EXPERIENCE:**

**Company : TARBIYYA CONCEPT SCHOOL**

Period of Employment : Science Oct 2014

Position : School Incharg

**Job Responsibilities:**

* Day to day operations.
* Manage teachers, support staff and other employees.
* Prepare budgets, developing academic programs, establishing performance goals and objectives do necessary activities needed.
* Keep records student attendance, teachers and other records.
* Prepare salary slips and distribute the salary to employees.

**SUMMARY OF JOB EXPERIENCE:**

**Company : ARABIAN HALA CO. LTD –** Accountant

Period of Employment : From Jun 2011 to Aug 2014

Position : Jr. Accountant Payable

**Job Responsibilities:**

1. Perform the day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.

* Receive and verify invoices and requisitions for goods and services
* Prepare batches of invoices for data entry
* Data enter invoices for payment
* Prepare vendor cheques for mailing
* Prepare manual cheques as and when required
* Maintain the general ledger

1. Provide administrative support in order to ensure effective and efficient office operations.

* Maintain a filing system for all financial documents
* Ensure the confidentiality and security of all financial and employee files

1. Perform other related duties as required

**Company : ARABIAN AGRICULTURAL SERVICES CO –** Accountant

Period of Employment : From May 2005 to May 2010

Position : Accountant

**Job Responsibilities:**

* Responsible for preparing loading vouchers handed over to the drivers
* Responsible for Clearing unloaded loading vouchers
* Responsible for making invoice to the unloaded loading vouchers and sending concern department.
* Responsible for preparing monthly incentive to the drivers.
* Responsible for preparing weekly over time and monthly over time sent to the head office.
* Responsible for preparing weekly dispatching report sent to head office.

**Company : AISHWARYA MARKETING** – Distributor of Hindustan Lever Ltd.

Period of Employment : April 2000 to May 2004

Position : Accountant

**Job Responsibilities:**

* Responsible for all the tasks related to sales and purchase.
* Maintain record with Computerized Accounting Package.
* Prepare weekly closing statements and Accounts receivable & payable reports.
* Maintain all types of registers.
* Responsible for sending daily sales report to HINDUSTAN LEVER LTD. Head office.
* Prepare and distribute salary slips to all employees.

**Company : SEEMA ENTERPRISES** – Distributor of Dauber India Lt.

Period of Employment : December 1996 to February 2000

Position : Accounts Assistant

**Job Responsibilities:**

* Responsible for All the tasks to sales and Purchase.
* Maintain record with computerized Accounting Package.
* Maintain sales Invoice, Purchase Invoice, Goods Receive and Petty cash.
* Responsible for maintain stock position and placing purchase order.
* Responsible for the collection of cash/cheques from salesmen and deposit in Bank.

**Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Finance Officer. The incumbent must also demonstrate the following personal attributes.

* be honest and trustworthy
* be respectful
* possess cultural awareness and sensitivity
* be flexible
* demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of basic accounting coursework combined with related financial and administrative experience.

Equivalencies will be considered.