***Curriculum vitae***



**Name : Mohammed Akheel Ahmed**

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**OBJECTIVE:**

To seek to associate with an Organization, which can provide with a fair opportunity to build a worthy career in the field of ***Accounting & Finance*** and where I can share and enrich my knowledge and experience and can successfully contribute for the well being of the Organization

**WORK EXPERIENCE:**

**OBJECTIVE:**

Intend to build a career in **ELECTRICAL ENGINEER** with leading corporate of (Hi-Tech EMC) environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**Name of the Company : Manafedh Cargo MCFC LLC**

**Designation : Accountant**

**Date of Joining : 27th March 2016**

**Date of resigning : Till Date**   
 **Duties and Responsibilities:**

* Preparing Petty cash statement, payments and cheques detail on Daily Basis.
* Preparing Salary statement and payment through bank and cash.
* Preparation & Reconciliation of Suppliers & Customers Ledgers.
* Conducting reviews and evaluations for cost-reduction opportunities.
* Preparing monthly Bank Reconciliation Statement.
* Reporting Daily Sales and purchases.
* Arrangement of funds From Receivables.
* Follow up regarding payments.
* Costing and Invoicing of Transport.
* Conducting Month end and Year end closing.
* Record and file cash payment & bank payment, cash and deposit receipts.
* Maintenance of General Ledger.
* To support higher management for any info needed for effective decision making.
* Keeping up to date record of all accounting transaction.
* Providing any financial information needed at store or country level.
* Provide the Monthly report for sales & Collection of outstanding payment to higher management.

**Previously worked References:**

**Dubai**

**Name of the Company : Modern Oasis Tourism LLC**

**Designation : Accountant**

**Date of Joining : 04th October 2015**

**Date of resigning : 05th March 2016**

**Hyderabad India  
Name of the Company : Chilled Aircon**

**Designation : Accounts officer**

**Date of Joining : 06th July 2011**

**Date of resigning : 30th June 2015**

**ESSENTIAL TASKS:**

* Oversee day-to-day financial transactions including accounts receivable and payable, cash flow management.
* Having experience on VAT Calculation ( Indian Experience )
* Handle cash management. Control petty cash; prepare render accounts of individuals & departments.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Ensure General Ledger entries are accurate and are in line with Company Procedures.
* Record sales transaction in the system on a daily basis.
* Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions and percentages.

**EDUCATION QUALIFICATION:**

* BACHELOR OF COMMERCE [COMPUTERS] November 2012 from OSMANIA University Hyderabad (Telangana India)

**TECHNICAL SKILLS:**

* **Sage 50** (**Currently Working**)
* Tally ERP 9
* MS Office
* Diploma in Manual Accounts
* Diploma in Computer Administration

**PERSONAL PROFILE:**

Current Address : DUBAI, AL RIGGA

Date of Birth : 02 February 1989

Languages known : English, Hindi, Telugu & Urdu

Nationality : Indian

**Notice Period : One Month**

**Driving License ( UAE ) : No**

**DECLARATION:**

I hear by declare that the information furnished above is true to the best of my knowledge and belief. I under signed, certify that to the best of my knowledge and belief, these data correctly describes my qualification, my experience and me. Further, I certify that given an opportunity, I would work to best of my abilities and your satisfaction.

**Mohammed Akheel Ahmed**