

CURRICULUM VITAE



SHAIK.ABDUL MOHEED

Santhapet,nellore,

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OBJECTIVE:

Seeking challenging opportunity in an esteemed organization where my skills and acquired knowledge can be employed and where I get opportunities for personal and professional enhancement based on my skills and achievements. Good knowledge in **Tally, MS Office.**

PROFESSIONAL EXPERIENCE:

**ROSHAN MARKETING ENTERPRISES,
ACCOUNTANT,
MARCH 2018 -AUGUST 2023**

- Assisting in preparation of the monthly Management Accounts and providing relevant analysis
- Producing the weekly cashflow reports and analysing variances within those reports
- Posting and allocating cash payments
- Ability to solve problems independently.
- Handling accruals and prepayments
- Producing reconciliations and factoring sales invoices for customer
- Tracking overhead spending, including processing purchase requisitions
- Completing month end and purchase order accrual.

TEJASWINI GRAND HOTEL
ACCOUNTANT,
OCT-2023 TO STILL

- Daily entering purchase details.
- Daily entering bank statments.
- Giving salaries to workers&maintaining that records.
- Daily entering manufacturing journal entries source of daily reports.
- Daily entering, cash receipts, payments, & other vochers as per details.
- Maintaing bar,restaurant&rooms transaction details.

ACADEMIC QUALIFICATION:

S.S.C, INTERMEDIATE(C.E.C),DEGREE(B.COM COMPUTERS)

PROFESSIONAL SKILLS:

- Good communication skills with customers and coworkers.
- Proactive and positive attitude towards work.
- Experienced in Tally&MS Office.
- Good knowledge in computer skill.
- Excellent both oral and written communication skill.
- Skilled in Quotation and Inquiry's.

LANGUAGE:

ARABIC, ENGLISH, HINDI, TELUGU, TAMIL.

PERSONAL DETAILS:

Date of Birth : 04-05-1993
Nationality : Indian
Sex : Male
Marital Status : Married
Permanent Address : Nellore, AP, India

Declaration:

I hereby certify that the above given details are true to my knowledge.

Date :

SHAIK.ABDUL MOHEED

Place :-

