**Mohammed Aamir**

**ACCOUNTANT**

**CONTACT DETAILS**



***+974 7043 9483***

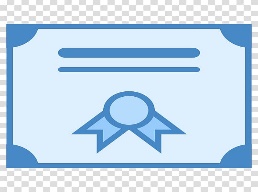


***aamirso@outlook.com***



***Doha, Qatar***

**PROFESSIONAL CERTIFICATIONS**

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***Diploma in MS OFFICE & DCA***

***Diploma in TIA3T Software (Accounting Software)***

**PROFILE**

A confident and reliable Accountant with more than 4+ years’ experience of working with Big Organizations as well as having an eye for detail and able to multi-task under pressure. An excellent communicator, can relate well with people at all levels and has the flexibility of working well as part of a team and on my own.

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Now looking to further an already successful career by working for an ambitious and expanding company.

**WORK EXPERIENCE**

***Katerra Construction Company – Hyderabad, India***

Accountant: Oct/2020 - Dec/2022.

Worked as an Accountant and was Responsible for Making the Invoices to the Clients and Accounts payable and Accounts receivable, Preparing Financial Records, use to collect, analyze, record and report the financial data of a company, issuing cheques, Managing the inventory data, Maintain all the records of the day-to-day transactions of the company.

***Princess Esra Hospital – Hyderabad, India***

Assistant Accountant: Mar/2018 – Sep/2020.

Responsible for Managing and Recording Day to Day transaction of the Hospital Purchases and Responsible for Creating Invoices and Cheques for the Parties or Clients. Creating the salary sheets of the hospital staff and all the workers under hospital, filling all the receipts of the payments done and the filling of monthly bills.

***Certifications:***

* Advance Diploma in MS Office and DCA.
* Diploma in TIA3T Software (Accounting Software).

***Technical Skills:***

* Able to perform activities on Softwares.
* Email windows MS outlook 2007, 2010, 2013.

**EDUCATION**



***Bachelor of Commerce and Computers.***

***2019.***

Azam Degree College

Hyd. India



***Master of business administration.***

***2022***

Deccan School of Management, Hyd. India

***DUTIES AND RESPONSIBILITIES***

* Manage all accounting transactions.
* Prepare budget forecasts.
* Publish financial statements in time.
* Handle monthly, quarterly and annual closings.
* Reconcile accounts payable and receivable.
* Ensure timely bank payments.
* Compute taxes and prepare tax returns.
* Manage balance sheets and profit/loss statements.
* Acts as an Intermediary and conveys the just needy information
* Preparing & maintenance of
* Quarterly and Annual Records of Purchase and Allocations
* Daily Reports as per the Superintendent Order
* Monthly Statistics of Allocations
* Manage Auditing on an annual basis
* Receiving & providing of Bills, Cheque’s and its payment receipts to & from Vendors
* Managing Emails & Telephones
* Coordinating with Vendors for Bills and Payments.

***PERSONAL DETAILS***

FATHER NAME: Mohammed Arif.

DATE OF BIRTH: 17th January 1998.

GENDER: MALE

MARITAL STATUS: Single

NATIONALITY: INDIAN

PASSPORT NUMBER: **T 6915550**

LANGUAGE KNOWN: ENGLISH, HINDI, URDU, & TELUGU

VISA STATUS: TRANSFERABLE VISA

***DECLARATION:***

I do here by declare that the above furnished information and qualification of mine are genuine.