

**[Mohammed Meraj]**  
[Barkat Complex Ali Nagar]  
[Nanded, Maharashtra, 431604]  
[merajmohammed00123@gmail.com]  
[8329492479]  
[<https://mohammedmeraj83.github.io/portfolio-/>]



---

## Objectiv

Detail-oriented and creative professional with experience in both accounting and web designing. Adept at managing financial records and developing visually appealing, user-friendly websites. Seeking a position that allows me to leverage my dual expertise to contribute to organizational growth and efficiency.

---

## Professional Experience

### 1.Tally MS-word data Entry Teacher

*Sony Infosys , Nanded, Maharashtra*  
08/2021-08/2023

### 2.Accounting Specialist

*Anand Agency, Nanded, Maharashtra*  
01/2024 – Present

- Managed accounts payable and receivable, ensuring timely and accurate processing of invoices and payments.
- Prepared monthly financial statements and reports, providing insights into budget performance and financial health.
- Reconciled bank statements and resolved discrepancies, maintaining accurate and up-to-date financial records.
- Assisted in the preparation of annual budgets and forecasts, collaborating with various departments to gather necessary information.

### Key Achievements:

- Reduced processing time for invoices by 20% through implementation of streamlined procedures.
- Identified and corrected accounting errors that saved the company \$10,000 annually.

### Web Designer

- Designed and developed responsive websites for a diverse range of clients, from small businesses to personal blogs.
- Utilized HTML, CSS, JavaScript, and various web design tools to create visually appealing and functional web pages.
- Collaborated with clients to understand their needs and deliver customized solutions that align with their brand identity.
- Maintained and updated existing websites, ensuring compatibility with modern web standards and user expectations.

**Key Achievements:**

- Designed a website for a local business that increased their online traffic by 35%.
  - Developed a custom e-commerce site that led to a 25% increase in sales for the client.
- 

**Skills****Accounting:**

- Financial Reporting
- Budgeting & Forecasting
- Accounts Payable/Receivable
- Bank Reconciliation
- MS Excel, QuickBooks
- Tally Prime With GST

**Web Designing:**

- HTML, CSS, JavaScript
- Adobe Creative Suite (Photoshop, Illustrator)
- Responsive Design
- WordPress, Shopify
- UX/UI Design Principles

**Typing Speed**

- **Typing Speed: 40+ words per minute with high accuracy**
- **Proficient in data entry and quick content creation**
- **Strong ability to transcribe and document information efficiently**
- **Enhanced productivity in coding and writing tasks**
- **Skilled in multitasking between various software and applications**

**Data Entry**

- **Typing Speed: 40+ words per minute with high accuracy in Microsoft Office applications**
  - **Proficient in data entry using Microsoft Excel, including formulas, pivot tables, and data validation**
  - **Experienced in managing and organizing data in Microsoft Word and Access**
  - **Skilled in creating and formatting reports, spreadsheets, and databases for streamlined data management**
  - **Strong attention to detail for accurate data input and correction within MS Office suite**
- 

## **Certifications**

- Tally With GST
  - Typing Speed 40+
- 

## **Projects**

### **Financial Dashboard Implementation**

- Developed an interactive financial dashboard using Excel and Power BI to help the finance team track key performance indicators more effectively.
- 

## **References**

Available upon request.