
S MOHAMMED SALEEM

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PROFESSIONAL SUMMARY

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Finance professional with comprehensive background in accounting, ready to contribute to financial management and reporting. Known for accuracy in financial record-keeping and proficiency in auditing and tax preparation. Reliable team collaborator with focus on achieving financial accuracy and supporting dynamic business needs through analytical problem-solving and effective communication.

SOFTWARE EXPOSURE:

- SAP (FICO)
- MS Office (Excel, PPT, Word pad)
- Tally ERP 9
- Typing skill.

EXPERIENCE

Accountant, 10/2024 - 08/2025

An-Nafi Urban Kitchen – Attur Salem

- Prepared monthly financial statements and reports for management review.
- Managed accounts payable and receivable processes, ensuring timely transactions.
- Reconciled bank statements and identified discrepancies to maintain accuracy.

Administration and Sales Execution, 01/2022 - 09/2024

Sanam Laundry – Saudi Arabia

- Attending the customer services and providing best solution to the customer also performing below day-to-day books Maintaining.
- Inventory management.
- Cash management.
- Generating monthly, annual stock reports conduct an auditing to maintain the records.
- Also serving as a sales representative for our products.

Customer Service Associate, 06/2021 - 12/2021

Firstsource Solutions Limited – Chennai

- Voice/Non-voice BPO process.
- Interacting with clients to verify the providing documents.

- Verifying the customer Insurance status and providing approval.

Supervisor, 09/2019 - 02/2021

Sri Selvi Coir Industries – Salem

- Employee supervisor and assigning job to the employee.
- Dealing with various clients and created orders and improve the sales.
- Inventory management.
- Cash management.

ACADEMIC QUALIFICATIONS:

B. Com

SRINIVASAN COLLEGE OF ARTS & SCIENCE - Perambalur

GPA: 69%

Gvt Higher Sec. School: Arts & History

Thandavarayapuram

GPA: 89.33%

Gvt Boys Higher Sec. School: SSLC

Attur

GPA: 60%

CERTIFICATION COURSE:

Tally ERP9

SAP (FICO)

PERSONAL INFORMATION:

Language known : Tamil, English (Intermediate),

Hindi & Arabic (Intermediate)

DECLARATION:

I hereby declare that the above-furnished particulars are genuine to the best of my knowledge and belief.