**CURRICULUM VITAE**



**MOHAMMED ISMAIL.J** 10/21 AZATH NAGAR, MUSLIM SOUTH STREET,

NATHAM (TALUK), DINDIGUL (DISTRICT), TAMIL NADU (STATE), SOUTH INDIA.

**CAREER OBJECTIVE:**

**Email ID:** [j.mohammedismail@ymail.com](mailto:j.mohammedismail@ymail.com)

**Mobile Number**: **+918428708161**

A position working with aggressive focus on developing the organization ,A position in finance and Human Resource management with a focus on project Co-Ordination and team leadership.

**EDUCATION PROFILE**

* Completed Master of commerce degree with first class on April 2012 Muqayyath Sha Sirguro Wakf Board College under Madurai Kamaraj University at Madurai.
* Completed Bachelor of commerce degree with first class on April 2010 Muqayyath Sha Sirguro Wakf Board College under Madurai Kamaraj University at Madurai

**COMPUTER PROFICIENCY**

* Operating System like Windows XP, 98, 2000, 2007.
* Software Package on Micro soft office through all the application.
* Application software on Tally 9.0, Tally ERP 9, B2B.
* Diploma in office automation.

**SKILLS AND ABILITIES**

* Proper communication and instruction to the higher level as well as guide line to the lower level.
* Choosing a right person to the right job with regular follow up for the employee’s work and their needs.
* Rectifying the problems implement efficient planning related to the goal.
* Smooth handling under any environment with good responsibility.

Basics Life **Men’s wear** Show Room, Milan'em Mall kk Nagar,Madurai, Tamil Nadu South India Designation : Show Room Manager**.**

**WORKING EXPERIENCE**

Department : Retail shop –Direct Selling

Duration : 2010 since (5 year)

# Job description:

* Responsible in sales target on the month and yearly

# Employment in admin:

* + Proper time keeping and attractive display of new Patten.
  + Maintenance daily report about employee’s attendance and turnover.
  + Attracting the customer in different method.
  + To maintain the accounts and submit annual report for audit and tax purpose.
  + To maintain the proper inventory through conduct an internal auditing.
  + Maintain the good valuable customer relationship.
  + Proper Book-keeping maintains like that journal, ledger, trial balance, final account.
  + To Proper maintain stock room, staff room, trial room, and mannequins.
  + Proper mail check and replay the mail.

# Employment in marketing:

* + - Collect the data from customer expecting Patten.
    - Purchases order to wear house related to customer order item and new Patten.
    - Season wise product order like summer, winter, spring, rainy.
    - Different type of Sales promotion TV and newspaper add.
    - Employee motivates to increase sales and achieve sales target.
    - Product incentive, sales incentive, monthly incentive, helps to run next level.
    - Monthly once stale for discount item.

# Account management :

* + Day today monitory transaction entered in journal book.
  + All journals should be transfer to ledger in month end.
  + Tally the trail balance and final account for yearly.
  + Monthly smite sales tax account for sale department.
  + Day to Maintained petty cash, bank account, and stock.
  + Monthly one internal stock audit.
  + Employee loan, provident fund and ESI maintain monthly.
  + Further develop help to Cost analysis, ratio calculation, Budget preparation.
  + Data Correlated like turnover to profit, product purchase to selling.
  + Yearly value assets and liabilities.
  + Product wise VAT calculates 5% and 14.5%.
  + Pivot table and pie-chat for monthly turnover to smite head office.

**PERSONAL PROFILE**

Name **:** MOHAMMED ISMAIL.J

Father’s Name **:** JAFFER ALI KHAN.M Date of Birth : December 2, 1988

Address **:** 10/21,Azath Nagar,Muslim south street ,

Natham (TK), Dindigul (DT),Tamil Nadu, India

Nationality **:** Indian

Languages **:** English, Tamil Passport Number **:** M9531720 Date of Expiry **:** 25/05/2025

**DECLARATION**

I hereby declare that the above information’s are true to the best of my knowledge and belief.

**SIGNATURE** (MOHAMMED ISMAIL.J)