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| * Hyderabad, India * Deira, Dubai * : +971 58 916 8036   47_g_letter : mohammed.aftab54@gmail.com |

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| **DSC_1041** |

**MOHAMMAD AFTAB**

**Visa-Valid-till february**

PROFESSIONAL OBJECTIVE

# To acquire a position requiring innovative and challenging employment in your Organization that will utilize my Educational and Professional skills by adding value to the Organizational Operations.

WORK EXPERIENCE

**Y.B.Anand & Company (June-2015-June-2016)**

As an **Intern** for an Year

* **KEY RESPONSIBILITIES**
* Filing Income tax returns form’s online.
* Updating the client’s files and making the changes as time being.
* Managing all bank related activities.
* Preparing Document’s in word.
* Verification of documents of the clients.
* Managing files for each client’s and making the updates from physical to soft copies in the data base of the company.
* Managing new clients and meeting with them for necessary documentations.

As **Audit and Accounts Assistant (June-2016 to January-2017)**

* **KEY RESPONSIBILITIES**
* Preparation of Bank Reconciliation Statement in collaboration with Bank accounts statement.
* Preparation of final accounts as a part of special assignments of clients.
* Maintaining Accounts ledgers along with relevant complete record.
* Updating client’s record and portfolio at regular intervals.
* Voucher posting in Tally.ERP9 system.
* Conducting audit of operational, financial and managerial activities of clients/Companies when required/ scheduled.
* Managing tax related issues of Clients. .
* Audit in a hotel at regular intervals.
* Preparation of luxury tax and income for each month of the hotel.

### Professional Skills

* SAP-Fi/Co.
* Tally ERP.9.
* MS Office(Ms Excel & Ms Word).

EDUCATIONAL QUALIFICATIONS

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| **Qualification** | **Year** | **Institution with Details** |
| **MBA (Masters of Business Administration)** | 2016 | Osmania University, Hyderabad. |
| **BCOM (Bachelors of Commerce)** | 2014 | Osmania University, Hyderabad. |
| **Intermediate** | 2011 | International Junior College, Hyderabad. |
| **Secondary School** | 2009 | Mount Mercy School, Hyderabad. |

SKILLS \ INTEREST

* Good communication and interpersonal skills.
* Can work under pressure.
* Perform multiple tasks.
* Willing to take extra work and responsibilities.
* Fast learner.

PERSONAL DETAILS

Name : Mohammed Aftab.

Father’s Name : Mohammed Hafeez.

Nationality : Indian.

Marital Status : Single.

Religion : Islam.

Date of Birth : 06-Feb-1994.

Passport. No. : M1074639.

Language’s known : Hindi, Urdu and English.