

RESUME

MOHAMMED OZAIR R

124,PEREMBUR HIGH ROAD

Mobile Number : 9176819918

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Career Objective:

To obtain a responsible position in an organization, where in my Academic skills allow me to contribute to the organization in the best possible manner.

Educational Qualification:

DEGREE	NAME OF THE INSTITUTE	YEAR OF PASSING	%
SSLC	HYEDER GARDEN MAT.SCHOOL	2012	60
HSC	SEVENTH DAY ADVENTIST	2014	65
B.COM (G)	MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE	2017	64

Synopsis of Work Performed:

- Performed Tax Audits, Statutory Audit, Concurrent Audit and Karnataka Value Added Tax
- Preparation and finalization of Financial Statements
- Filing of Service tax returns, VAT Returns, TDS Returns
- Computation of Income tax of Individuals, Companies
- Statutory audit and Concurrent audit of Banks
- Filing of Income Tax Returns of Individual, Companies, firms and LLP etc.
- Understanding the Internal Control System of the Client, Identifying the scope of improvement and providing recommendations there upon
- Maintenance of accounts in Tally
- Conducted monthly stock audit of Mysore Sales International Limited (MSIL) and KSBCL
- Conducted quarterly audit of Karnataka State Tourism Development Corporation Limited (KSTDC)
- Performed various registrations- Company Incorporation, VAT registration, Service Tax Registration, Import Export Code (IEC) and Shop and Establishment Registration

Work Experience:

Worked as an Article Assistant in V RADHAKRISHNAN & ASSOCIATES (Chartered Accountants) for a period of 1 Years.

Location: Chennai.

Worked as an Accountant in TamilNadu Sports Emporium
For a period 1 Year.

Location:Chennai

Core Strengths:

- Good leadership qualities and effective team player.
- Highly motivated for creative and innovative work.
- Enthusiastic learner who quickly grasps concept and technical skills.
- Good interpersonal skill.
- Dedicated towards work and responsible nature.
- Comprehensive problem solving abilities.
- Verbal and Written communication skills.
- Adapt to work in new situation.
- Originating creative idea.
- Zeal to Learn.
- Adaptive and Interactive.
- Good Coordinator.

Hobbies:

- Playing Cricket
- Watching Reality show
- Internet Surfing.
- Exploring new places ,Travelling

Technical Skills:

- Working experience of MS Office, Tally, Winman e-TDS and winman e-ERP
- Finished Information Technology training and Advanced Information Technology training, Orientation course and General Management and Communication skills course as per Institute of Chartered accountants of India at Chennai branch of SIRC.

Personal Details

Father Name : Mohammed Rizwan
Date of Birth : 03.09.1996
Gender : Male
Marital Status : Single
Nationality : Indian
Religion : Islam
Language known : English, Hindi, Urdu & Tamil
Address : No: 124, Perambur high road,
Jamalia,
Chennai-600 012.
Mobile : 9176819918
E-mail ID : md.ozair007@gmail.com

Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

Place :Chennai
Date :

Signature
(Mohammed Ozair R)