

📍 Hyderabad, India

📍 Deira, Dubai

☎ : +971 58 916 8036

✉ : mohammed.aftab54@gmail.com



**MOHAMMAD**

**AFTAB**

**Visa-Valid-till february**

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## 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

Qualification	Year	Institution with Details
<b>MBA (Masters of Business Administration)</b>	2016	Osmania University, Hyderabad.
<b>BCOM (Bachelors of Commerce)</b>	2014	Osmania University, Hyderabad.
<b>Intermediate</b>	2011	International Junior College, Hyderabad.
<b>Secondary School</b>	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.

