

CURRICULUM VITAE

MOHAMMED ISMAIL.J

10/21 AZATH NAGAR,
MUSLIM SOUTH
STREET,
NATHAM (TALUK),
DINDIGUL (DISTRICT),
TAMIL NADU (STATE),
SOUTH INDIA.



Email ID: j.mohammedismail@ymail.com

Mobile Number: +918428708161

CAREER OBJECTIVE:

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.

WORKING EXPERIENCE

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

Designation : Show Room Manager.
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)