

**A.MOHAMED NAJMUDEEN**

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**Mobile No:** 052 4972244



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## **CAREER OBJECTIVE**

To obtain a challenging position with opportunities for professional growth based on merit and performance, utilizing proven abilities developed through my education and experience

### **Working Status and Communicational Address**

Designation : Accountant

Employer : Moss Edifice Private Limited.

Period : Sep 2014 to Oct 2016.

Designation : Accountant

Employer : Manimohan & Co, T.Nagar, Chennai.

Period : Apr 2012 to Mar 2013.

### **Responsibilities**

- ☛ Prepare TDS workings to submit e-filing.
- ☛ Preparation of Trial Balance and Balance Sheet and monthly closing entries.
- ☛ Petty Cash, Suspense & Maintaining The Daily Cash Book
- ☛ Preparation of Physical Stock verification for Auditing reports.
- ☛ Accounting Payable & Receivable and general ledger maintenance...etc.
- ☛ Prepare Sales Tax workings to submit e-filing.
- ☛ Prepare Service Tax workings to submit e-filing.

## **EDUCATIONAL QUALIFICATION**

**Master of Commerce** (2006-2008) 60%

E.G.S.Pillay Arts & Science College

Nagapattinam

**Bachelor of commerce** (2003-2006) 55%

E.G.S.Pillay Arts & Science College

Nagapattinam

**PC KNOWLEDGE**

Office Tools : Ms-word, Ms-Office.

Accounting Software: Tally ERP 9.

**PROJECT IN UNDER GRADUATE**

Title : Environmental of sipcot  
Members : 6  
Duration : 2 Months

**PROJECT IN POST IN GRADUATE**

Title : A SALE OF SOFT DRINKS IN NAGAI.

**CERTIFICATE**

Accounting Software : Tally, Share Business

**PERSONAL DETAILS**

Date of Birth : 31-03-1986  
Father name : A.MOHAMED ARIFF  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Languages Known : English Tamil.  
Passport No : H 1319760  
Visa Status : Visit Visa  
Present Address : Naif Road Deira.  
Dubai.

**DECLARATION**

I here by declare that the above information is true is to the best of my Knowledge.

**Yours Truly,**

**(A.MOHAMED NAJMUDEEN)**

**Date :**

**Place :**