

## MOHAMMAD JAINUL AVEDIN

Al Jaffiliya Dubai U.A.E

**Contact:** +971526199947 / +971-564242392

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A highly motivated and result driven Professional utilizing enthusiasm, perseverance and strong desire to learn, to contribute and make a positive difference to the organization.

**Location Preferences:** Anywhere

### SYNOPSIS

- ✓ A top performing professional with **03Years over** of experience in the Accounts, sector, utilizing multi-tasking ability to meet organizational objectives.
- ✓ Consistent performer with acknowledged success in planning and implementing projects.
- ✓ Ability to communicate at all levels & functions effectively whether individually or as a team.
- ✓ Demonstrated ability to effectively plan, coordinate & meet deadlines of multiple responsibilities.
- ✓ Self-driven, able to prioritize and implement changes smoothly.
- ✓ An innovative team player and demonstrable interpersonal, coordination, presentation, organizational, team building and leadership skills with strong analytical mind-set to work and perform in a diverse environment.

### PROFESSIONAL EXPERIENCE

**faidh united Trad. & Cont I.l.c (oman)**  
**Nov- 2014 to jul -2016.**

**Executive Accounts**

Job Profile Consist of:

- Maintaining the day to day Accounts independently.
- Handling Bank Formalities, Voucher Entries, Ledger Posting& Journal Entries.
- Generating local Invoices & re-export Invoices.
- Handling of Receivable & Payable of Client.
- Handling Debit Note & Credit Note and Petty Cash.
- Handling Bank Position of the Company.
- Handling and writing cheques.
- Handling calls And Email.
- Checking all the vendors bills and passing for Payment.
- Taking care of Deposit Monthly Salary & Non Salary .
- Knowledge of Import and Export procedures.

- Preparing ledger balances, control accounts and statements, reconciling all the figures.
- Preparing monthly Profit & Loss and Balance Sheet of the company.
- **A to Z Solution Pvt.Ltd. Accounts Executive**  
**JULY-2013 to SEP-2014.**
- **Job Profile Consist of:**
  - Maintaining the day to day Accounts independently.
  - Handling Bank Formalities, Voucher Entries, Ledger Posting.
  - Making Cash Voucher.
  - Maintaining necessary records and file.
  - Preparation of Expenses, Income and Monthly reports.
  - Responsible for Calculation of wages, PF and ESI Bills
  - Handling Calls and Email.
  - Preparing ledger balances, control accounts and statements, reconciling all the figure.

## Academic Credentials

Degree	Institute/University	Year	Percentage	Specialization
<b>BCA</b>	Dr.Bhimrao Ambedkar University Agra,	2013	<b>67.5%</b>	<b>Computer Application</b>
<b>I.com</b>	SBS Collage hussainabad	2010	<b>60.2%</b>	<b>Commerce</b>
<b>Matriculation</b>	Bakshi High School, Hussainabad	2008	<b>64.6%</b>	<b>Science</b>

## Computer Skills

Well versed with MS Office Suite with hands-on knowledge of Word, Excel and PowerPoint.

Conversant with the Internet Websites, Manual & Computerized Accounting with Accounting Software Tally **ERP9** etc, Knowledge about, Computerized Billing & Computerized Interest Calculation & Awareness about TDS, Payroll etc.

## Strength

- Positive attitude and time management.
- An optimistic and hard working person.

## Interests and Hobbies

- Travelling to new destinations
- Playing and watching cricket

## Personal Details

D.O.B: 04<sup>th</sup> Jun. 1992

Permanent Address: AT- Mohammadabad PO- Japla, PS- Hussainabad Dist- Palamau Jharkhand-

Marital Status: Single

Linguistic Ability: English, Hindi, Urdu , Arabic.

Passport Details: Number-L-8443760 / Date of Issue-03/04/2014 / Date of Expiry: 02/4/2014.

Visa Details: Tourist Visa Date of Issue-22/10/2016 / Date of Expiry: 25/1/2017.

Driving License Details: Number- F-7NO-4409/10 / Date of Issue: 15/04/2010 / Date of Expiry: 30/3/2030

**Declaration:** I hereby declare that all the above mentioned information and facts are true and correct to the best of my knowledge.

**Place:**

**Date:**

**MD JAINUL AVDIN**