

MOHAMMED ABDUL RAHMAN

**9-10/9/A//1.ROYAL COLONY, OPPOSITE MASJID E RABIYA, BALAPUR ROAD,
HYDERABAD, TELANGANA, IND - 500005**

7981787310,7729883079. arahman2403@gmail.com

OBJECTIVES:

"Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging position within an organization that allows for further career advancement."

EXPERIENCE:

1) ACCOUNTANT – 28-JUNE-2024

SHAHEEN GROUP OF INSTITUTION, MALAKPET, HYDERABAD, T.S.

- 1) CASHBOOK RECORDS**
- 2) FEES COLLECTIONS**
- 3) RESPONSIBLE FOR TALLY SOFTWARE DATA UPDATION**
- 4) BANK RELATED WORKS**
- 5) BRANCHES FINANCIAL OBSERVATIONS**
- 6) INTERNAL AUDITING**

2) JUNIOR LECTURER – 2-JUNE-2022 to 15-MARCH-2024

SRI MEDHAVI JUNIOR COLLEGE, SANTOSH NAGAR, HYDERABAD, T.S.

- 1) MAINTAINING FEE RECORDS**
- 2) MAINTAINING RECORDS OF STUDENT'S ATTENDENCE REGISTER**
- 3) ASSIGNING WORK TO THE STUDENTS IN FREE PERIODS**
- 4) CLEARING DOUBTS OF STUDENTS RELATED TO SUBJECT**
- 5) RESPONSIBLE FOR COMPUTER CLASSES**

SKILLS (PERSONAL)

- ORGANIZATIONAL SKILLS
- ADAPTABILITY
- PATIENCE
- SUBJECT MATTER EXPERTISE
- RESEARCH PROFICIENCY

SKILLS (TECHNICAL)

- TALLY ERP9, TALLY PRIME
- BASIC KNOWLEDGE IN WEB DESIGNING
- ELEMENTAL KNOWLEDGE IN MEDIA EDITING
- INTRODUCTORY KNOWLEDGE IN THE LANGUAGE OF C AND C++

EDUCATION

- BACHELOR OF COMMERCE (COMPUTER APPLICATION)
(OSMANIA UNIVERSITY)
- INTERMEDIATE (TSBIE) FROM SRI MEDHAVI JUNIOR COLLEGE, HYDERABAD
- SSC (TSBSE) FROM INDO GRAMMER HIGH SCHOOL, HYDERABAD

PERSONAL INFORMATION:

NAME : MOHAMMED ABDUL RAHMAN
FATHER'S NAME : MOHAMMED RAHEEM PASHA
DATE OF BIRTH : 24-12-2003
NATIONALITY : INDIAN
GENDER : MALE
LANGUAGES KNOWN : ENGLISH, HINDI, URDU

DECLARATION:

I DO HEREBY DECLARE THAT THE PARTICULARS OF INFORMATION AND FACTS ARE STATED HERE IN THE ABOVE IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: ___ / ___ / ___

PLACE: HYDERABAD, INDIA

(MOHAMMED ABDUL RAHMAN)