

# **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 ATTENDANCE 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)**