



MOHAMMAD YASEEN

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Phone: +91 7993879789

Nationality: Indian

Career Objective:

To join in a reputed organization and perform up to the expectations using my technical as well as practical skills to serve for the organization and grow with the organization

Career summary:

- Good understanding of accounts payable End to End process
- Good understanding of Accounting terminologies
- Good at managing the new comer
- Can work easily in group and producing best result

EDUCATION :

- ☐ B.Com (General) from Gautami Degree College, Nizamabad in 2016
- ☐ Intermediate from Nalanda Degree College, Bheemgal in 2013
- ☐ SSC from Z.P.H.S High School, Nizamabad, in 2011

Computer Skills:

- ☐ MS Word, MS Excel, MS Access, Typing Skills 65%
- ☐ Focus
- ☐ Peachtree
- ☐ Tally ERP9

Skills and Strengths:

- Discipline and Hardworking nature.
- Strong interpersonal and communicational skills.
- Confidence, Enthusiasm to learn new things.
- Able to work in a team as well as individual.
- Self-Motivated and Perseverance.
- Time management skills.
- Handling pressure,

Duties and Responsibilities :

- Preparing sales billing invoices.
- Maintain journal entry sales and purchase invoices.
- Preparing monthly accounting reports.
- Knowledge of Accounts Payable & Receivable processes and procedures .
- Preparing bank deposits, general ledger postings and statements .
- Maintaining accounting documents and records.
- Maintain General Ledger and Journal Entries.
- Invoicing and payment collections.
- Maintain all accounting voucher entry.
- Day to day cash and bank transactions.
- Preparing outstanding list of debtors and making payment follow up

- Handles all financial issues related to clients including the preparation of statement of accounts.
- Invoicing and payment collections.
- Maintain the information in the office's records management system and serving the seniors.
- Mail the invoices to the regarding clients maintaining the official files.

Work Experience

- ☐ Worked as an Accountant at Needle and Stitch Company for the period of 2 years at, Bahadurpura, Hyderabad.
- ☐ Worked as a Document Controller at Baba Technology for the period of 3 years at Secunderabad, Hyderabad.

Personal Details:

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|------------------------|---|----------------------------------|
| Name | : | Mohammad Yaseen |
| Father's name | : | Mohammad Rafiq |
| Date of Birth | : | 22/09/1995 |
| Languages Known | : | English ,Hindi , Urdu and Telugu |
| Permanent address | : | Nizamabad dist ,Telangana |
| Passport Number | : | M 1221624 |
| Passport date of Issue | : | 21/08/2014 |
| Passport expiry date | : | 20/08/2024 |
| Married status | : | Un married |

Declaration:

I certify that the information given in support of my employment opportunity is true to the best of my knowledge.

MOHAMMAD YASEEN