

**RIZWAN MOHAMMED**

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## **CURRICULUM VITAE**

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### **PROFESSIONAL OBJECTIVE:**

Seeking Challenging Career in Accounting/Finance in a reputed Company offering Long Term Opportunities to Utilize Knowledge and Skills in Dynamic, Innovative and Creative Setup and Professional Growth in Recognition of Dedication and Superior Performance that provides Opportunities for further Learning and Achieving Professional Excellence.

### **SKILLS:**

- Diploma in computer applications
- Tally ERP 9 with GST
- MS-Excel
- MS-Windows
- MS-Power point
- MS-Access
- Fundamentals

### **EDUCATIONAL QUALIFICATION:**

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|--|---|------|
| ➤ <b>B.com</b><br>St. Mary's College, Shirva<br>47%                            | - | 2019 |
| ➤ <b>Pre-University</b><br>Poorna Prajna PU College, Admar, Udupi<br>64%       | - | 2016 |
| ➤ <b>SSLC</b><br>Poorna Prajna English Medium High School, Admar, Udupi<br>63% | - | 2014 |

### **WORK EXPERIENCE:**

#### **1) ALLEGIANT CONSULTING SOLUTION:**

Worked 3 months as a Customer Support Representative. Responding to telephone inquiries, providing quality service to customers. Sold Auto, Home and Health Insurance to new customers and upgraded policies for established customers.

#### **2) AJAYKUMAR & ASSOCIATES (CHARTERED ACCOUNTANTS):**

Worked as a CA Audit Assistant for 6 months. Performed analytical reviews of financial documentation, produced statements for management on accounting status & discrepancies. Prepared reports on financial status and record validity to management. Conducted audits and reported to management on financial record accuracy, cash flow and order inspections.

**Responsibilities:**

- Preparation of Company Stock Audit Report.
- Performed analytical procedures and analyses to detect unusual financial relationship.
- Organized and maintained financial records, tax preparation and periodic inspection of accounting books and practices.
- Provide comprehensive audit coverage of all divisions.
- Preparing clear work papers that support the work performed and conclusions.
- Preparation of Inward Cash Forecasting on weekly Basis for managing outflow payments.

**HOBBIES:**

- Internet Surfing.
- Playing Cricket, Football and Video games.
- Reading Books.

**PERSONAL DETAILS:**

Date of Birth : 11<sup>th</sup> March 1997

Nationality : Indian

Sex & Marital status : Male & Single

Languages Known : English, Hindi, Kannada, Malayalam

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.