# Untitled

# **SAMINA MOHAMMED**

SALMIYA BLOCK 3,

KUWAIT

Mob no: - +965 60712614

**Email: - saminashaikh68@yahoo.com**

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| **CAREER OBJECTIVES** |

To work for an organization with challenging and creative environment, where performance is rewarded and where I can apply my knowledge and Skills.

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| **EDUCATIONAL QUALIFICATION** |

**T.Y.B. Com**

2004-2007 Mumbai University

**Higher Secondary Certificate**

2003-2004 Mumbai Board

**Secondary School Certificate**

2001-2002 Mumbai Board

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| **WORK EXPERIENCE** |

**KUWAIT GRAND HOTEL**

**Designation: Accountant 5 Years 10Months (04th November 2018 to**

**Till date)**

**Responsibilities:**

* Maintaining Purchase records in Excel.
* Day to Day transaction in Tally ERP 9.0 software
* Preparing Purchase Order
* Maintaining Bank/Cash book
* Preparing Bank Reconciliation
* Correspondence independently.
* Preparing Payroll
* Maintenance of petty cash.
* To maintain daily cash and bank books.
* Checking of book of Accounts.
* MIS Reports
* Coordinating with the customers for Outstanding Payment.
* Coordinating with the suppliers for Placing the order and for Price negotiation.
* Checking & replying mails.
* Preparation of Invoices and Bills.
* Preparation of Outstanding payments.
* Keeping Inventory records.
* Working on Opera Software for Checking the reservations and guest details for preparation of Invoices.
* Checking the stock for every department as per their consumption.
* Making cost for the Menus and updating the price accordingly.

**MIRACLE CABLES (INDIA) PVT. LTD. (INDIA)**

**Designation: Accountant cum Admin 3 Year 10 Months (1st July 2011 to 31st May 2015)**

**Responsibilities**

* Maintaining Sales records in Excel.
* Maintaining Purchase records in Excel.
* Preparing Purchase Order
* Day to Day transaction in Visual T. Fat Accounting Software
* Maintaining Bank/Cash book
* Preparing Bank Reconciliation
* Correspondence independently.
* Preparing Salary
* Knowledge of PT, ESIC, E.P.F.
* Maintenance of petty cash.
* To maintain daily cash and bank books.
* Checking of book of Accounts.
* Preparation of Invoices and Bills.
* Preparation of Outstanding payments.
* MIS Reports
* Knowledge of Excise.
* Coordinating with the customers for Outstanding Payment.
* Solving the problem of the staff and workers.
* Coordinating with the workers related to production.
* Planning for the increase in day to day production.
* Checking & replying mails.
* Answer all inquiries from visitors.
* Check details on documents, reports, forms brochures for accuracy and completeness.
* Assisting in ordering office supplies maintaining the office equipment.
* Assist in the recruiting of new members and follow up with existing members.

**ROCKWELL HEAT TREATMENT PVT. LTD. (INDIA)**

**Designation: Accountant cum Executive Assistant 4 Years 3Months (1st April 2007 to 30th June 2011)**

**Responsibilities**

* Maintaining Sales Register
* Maintaining Purchase Register
* Maintaining Sales records in Excel.
* Maintaining Purchase records in Excel.
* Day to Day transaction in Tally ERP 9.0 software
* Maintaining Bank/Cash book
* Correspondence independently.
* Preparing Salary
* Knowledge of PT, ESIC
* Maintenance of petty cash.
* To maintain daily cash and bank books.
* Checking of book of Accounts.
* Preparation of Invoices and Bills.
* Preparation of Outstanding payments.
* MIS Reports
* Coordinating with the customers for Outstanding Payment.
* Checking & replying mails.
* Knowledge of Excise.
* Solving the problem of the staff and workers.
* Coordinating with the workers related to production.
* Planning for the increase in day to day production.
* Travel arrangement, Schedule Meetings and appointments.
* Communicate with the clients
* Checking & replying mails.

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| **COMPUTER KNOWLEDGE** |

* Operating Systems : DOS and Windows 98/2000/XP.
* Office Packages : Tally7.2, ERP9, MS-Word, MS- Excel, MS –PowerPoint.
* Internet Skills : Web browsing and data mining using various search engines.
* Maharashtra Business Training Board (Ms-Word, Excel, PowerPoint, Access, Internet)
* Diploma in Software Programming (C, C++, Java, Oracle, VB)

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| **STRENGTH** |

* Ability to work smart
* Ability to learn quickly
* Positive thinking
* Management Skills
* Comprehensive problem solving abilities
* Communication

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| **HOBBIES** |

* Listening Music
* Visiting to new places
* Playing Badminton

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| **PERSONAL DATA** |

Name : Samina Mohammed Hassanuddin

Date of Birth : 21st Oct, 1985

Fathers’ Name : Mohammed Hassanuddin

Language Proficiency : English, Hindi, Marathi, Urdu, Konkani.

Passport No. : P1132467

Issued On : 05/04/2016

Expiry On : 04/04/2026

Visa Type : Article 18 Transferable

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| **DECLARATION** |

I hereby declare that above given information is genuine to the best of my Knowledge.

Date: -

Place: -Kuwait (**MOHAMMED SAMINA HASSANUDDIN)**