

Curriculum Vitae

MOHAMED JABIR.P

ACCOUNTANT



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OBJECTIVE

To see a long term employment and to be associated in an organization where I can use my knowledge and skills and to contribute to the growth of the company as well as provide a maximum development and career growth.

WORKEXPERIENCE

- Position** :- **Accountant** in **Akbar Travels Of India pvt Ltd** – 69/72, Akbar Bhavan Mumbai, Maharashtra
Duration :- June 2012 to January 2014
- Position** :- **Accounts Executive** in **Akbar Gulf Travels of India** – King Fahad Road, Sharafiyah, Jeddah, Saudi Arabia
Duration :- February 2014 to December 2020

EDUCATIONAL QUALIFICATION

Course	Board/University	Year
Master of Commerce (M.Com)	Madurai Kamaraj University	2015
Bachelor of Commerce (B.Com)	Calicut University	2012
Higher Secondary Examination	Board of Higher Secondary Examination	2009
SSLC	Board of Public Examination	2007

COMPUTERKNOWLEDGE

- Certified professional in Indian & foreign Accounting (CPIFA)
- Indian & Foreign Accounting (TallyErp9.0, Peachtree, QuickBook)
- Ms Office (Ms Excel, Ms Word)
- BOSS (integrated Business Operating Support System)

JOB ROLE & RESPONSIBILITIES

- Creating journal & ledger.
- Preparing monthly bank reconciliation.
- Preparing monthly profit and loss account.
- Responsible for all accounting functions (billing, Accounts receivable, Accounts payable,).

- Follow up debtors and creditors.
- Preparing all final accounts for every month and year.
- Preparing tallied receipts and payments.
- Prepares daily cash/check collections for bank transactions/deposits.
- Preparing financial reports.
- Maintaining incoming material register
- Maintaining of cashbook, ledger and journal.
- Maintaining of fixed assets register and cheque issue register.
- Preparing staff salary and other allowances in pay bill register.

KEYSTRENGTH

- A Self Starter and strong leader/team player with versatility
- Ambition hard working and committed to excellence
- Able to communicate effectively with colleagues and management.
- Excellent communication and strong interpersonal skills.
- Knowledge of excellence in handling guests
- The ability to work well under pressure and meet deadlines
- Reputation for excellent customer satisfaction

LINGUISTICABILITIES

SR	Language	Speak	Read	Write
1	English	✓	✓	✓
2	Hindi	✓	✓	✓
3	Malayalam	✓	✓	✓
4	Arabic	✓	✓	✓

IDENTITYDETAILS:

- PassportNo:T9984950
- ExpiryDate:17/11/2029
- Visa Status :Visit Visa

PERSONALDETAILS

Sex : Male
 Nationality : Indian
 Date of Birth : 09/04/1992
 Fathers name : Abdurahiman.p
 Marital Status : Married

DECLARATION

I hereby declare that all the above details are true and correct according to my knowledge and belief.

Mohamed Jabir P