**RESUME**



**MOHAMMED QADEERUDDIN**

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**✆ Contact Number # 0563245601**

**W/A 0577651356**

* **Career Objective:**

To be a part of a well-established organization with zeal to render the best of my knowledge and service, an organization where sincerity, efficiency, hard work and professional work is recognized which give out the best of my skills.

* **Educational Qualification:**
* Master in Business Administration (Finance)
* Bachelor’s Degree in Commerce from Osmania University recognized college
* Intermediate from Shadan College in (C.E.C.)
* Secondary School from Jubilee High School.
* **Work Experience:**

1. **Company : AL SUBOH MODERN TECHNOLOGY**

**Position : ACCOUNTANT**

**Duration : OCT 2019 to Dec 2021**

**Location : KHOBAR (K.S.A)**

**Job Description:**

* Preparing Material Receipt And Purchase Invoice As per Purchase order
* Preparing Payment Request voucher for supplier Payment and Payment Receipts.
* Preparing Delivery Note and Sales Invoice for Customer.
* Preparing Sales Shipment Voucher and Sale Invoice against Customer.
* Recording Payment Receipts Voucher from Customer
* Preparing Bank Reconciliation Report by Every Month
* Handling Petty cash and Recording the transaction
* Handling Freight Account and recording the Transcation.
* Recording all Expense of the Company
* Prepare Monthly Stock verification Report.
* Responsible for Quarterly Maintaing Purchase and Sales Report for Vat
* Responsible for Vat Calculation And Submission of VAT
* Responsible for Preparing Profit And Loss Report
* Responsible for Preparing Balance Sheet Report
* Responsible for Preparing Yearly Financial Report
* Coordinate with Auditor For Yearly Submitting Financial Statement For Zakat Certificate

1. **Company : FAISAL AHMED AL ZAYANI CORP FOR IT**

**Position : BRANCH ACCOUNTANT**

**Duration : AUG 2017 to 2019**

**Location : Dammam (K.S.A)**

**Job Description:**

* Preparing Sales order and follow ups the process
* Preparing Purchase order and Forward to Supplier for Order Booking.
* Preparing Material Receipts and Book the Purchase from Supplier.
* Preparing Sales Shipment and Sale Invoice against Customer.
* Recording the transaction of Payment Received from Customer.
* Preparing Expected Bills Receivable Report to Take financial decision by Management
* Preparing Payment Due Report to Make Payment on Priority Bases
* Recording the transaction of Payment Done to Suppliers and Allocate against Purchase Booking.
* Bank Reconciliation Report
* Prepare Monthly Expenses Report.
* Responsible for Quarterly Maintaing Purchase and Sales Report for Vat
* Responsible for Vat Calculation And Submission of VAT
* Maintain Inventory Records and Follow up with Physical Stock.
* Follow up with Auditor For Zakat Certificate

1. **Company : MASDAR ADVANCE TECHNOLOGY COMPANY**

**Position : ACCOUNTANT**

**Duration : April 2016 to July 2017**

**Location : Dammam (K.S.A)**

**4. Company : MATAR AJAB AL BAQMI AND SONS**

**Position : ACCOUNTANT**

**Duration : 2011 To 2016 (Dammam, K.S.A)**

**5. Company : DLF (A CONSTRUCTION COM)**

**Position : PAYROLL ACCOUNTANT**

**Duration : 2008 To 2011 (HYDERABAD, INDIA)**

* **Strength:**

● Positive attitude and approach,

● Keen learner and good listening skills,

● Taking quick and sound decisions,

● Handling difficult situations carefully,

● Micro Soft & Oracle Application,

● High Analytical Skill,

● Good Presentation Skill,

● Hardworking,

**Personal profile:**

Name : **Mohammed Qadeer Uddin**

Date of Birth : 12-07-1985

Father’s Name : MohdSirajuddin

Languages : English, Arabic and Hindi

Nationality : Indian

Marital Status : Married

Visa : visit

Joining : Immediately

**Passport details:**

Passport No. : F9563097

Place of Issue : Hyderabad

Date of Issue : 1/2/2016

Date of Expiry : 1/2/2026