

CURRICULUM-VITAE

Currently available in Ras Al Khaimah (UAE)

From:

MOHAMMAD ATAUR RAHMAN

T.O.P Taj Nagar Auto Stand

Road no. 04, Near Ume Jamil Masjid Kopali

P.O- Kapali, District- Seraikela Kharsawan-831012

Jharkhand (India)

Contact no.: +971-504143508,

E-Mail ID: mohammad.ataur@ymail.com

Skype ID: mohammad.ataur@ymail.com

Whatsapp: - +971-504143508, +91-8092285211



POST APPLIED FOR

: “Accountant”

CAREER OBJECTIVE:

- ❖ To work in such organization where I can share my previous experience for new innovations and bring new trends to benefit the organization and also to enhance my experience and expertise.

WORKING EXPERIENCE:

- ❖ In “**A N STAR CONSTRUCTION ENGINEERING.**” Jamshedpur, Area in Accounts Department as an “**Accountant**” since 1st April 2021 To 28.10.2021. (Tally ERP 9).
- ❖ IN “**SALEM MOHIYADDIN BIN SAIF & BRO. TRAD & CONT CO.**” salalah-211, Dhofar Oman Industrial Area in Accounts Department as an “**GENERAL ACCOUNTANT**” since 31st Dec 2014 To 31 January 2021. (Ramco ERP System + Tally ERP 9)
- ❖ In **Engineering Equipment Industry** from **February** 2012 to Dec 2014. as an **Accountant** in Fabrication Field at Industrial Area, Adityapur. Jamshedpur. (Tally 7.2)
- ❖ In **Bramhanand Construction Pvt.Ltd**, from June 2009 to January 2012 as an Accounts and Store Keeper Work in Construction Job. (Tally 7.2)
- ❖ In **Bhushan Power & Steel**, Orissa from August 2007 to May 2009 as an Accountant Cum store Keeper Job.

ACADEMIC QUALIFICATION:

- Bachelor of Commerce Accounts (Account Hons.) from **RANCHI UNIVERSITY** in the year 2007 with 2nd Class.
- Intermediate Pass from **J.I.E.C. RANCHI** in the year 2004 with 2nd Division.

- Matriculation Pass from **J.S.E.B RANCHI** in the year 2002 with 2nd Division.

PROFESIONAL QUALIFICATION:

- Business Application – **Tally ERP-9 Vol. I-II-III**, (Fact, Ace, Income Tax, Advance A/C, Investment etc.)
- And also know that Business Application-: **Ramco ERP** (Inventory information, Purchase Information, Sale information, and payment receive, Petty Cash.
- Diploma in computer Application like Computer Fundamentals, MS-Office Internet, Programming in “C”, Tally & VB from **Jupiter Systems Software**.
- One year Practical Accounting from **ACCOUNTING PRACTICAL TRAINING INSTITUTE** in the year 2007 with excellent performance.
- Six Month Learning Tally.ERP9+Payroll from **SRI RAM TALLY ACADEMY** in the year 2010 with excellent performance.
- MS-Office XP and Window 8.1 & Conversant with Windows XP and Window 8.1 applications (Word, Excel, PowerPoint, Access).

JOB DESCRIPTION:

- To check the Accounts Reports.
- To show the yearly Report of FINANCE ACCOUNT (Trading and Profit Loss A/C, Balance sheets).
- Bank reconciliation statement monthly handling.
- Stock verification physically & computerized.
- Internal audit.
- Maintain and update filing, inventory, mailing and database system, either manually or using a computer.
- Create the rate of Exchange.
- To the Report of Outstanding Bill, Interest Calculation & Cost Centre.
- Review files, records and other documents to obtain information in response to requests.
- Complete work schedules, manage calendars and arrange appointments.
- Process and prepare documents, such as business or government forms and expense report.
- Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters. Count, weigh, measure and/or organize materials.
- Involves Database Files creation through MS-ACCESS, MS-EXCEL.
- LARE POWER Maintenance and Expenses Entry in a Data File.
- I have knowledge of Daily Voucher Entry & update report.
- Daily Entries and Maintenance of Ledger (Cash/Sales/ Purchase).
- Involved in account activities.
- Involved in Account entry in a different type of Accounting Software.
- To The Entries of BILL WISE DETAILS during Credit Invoice Entries (SUNDRY DEBTORS & SUNDRY CREDITORS).
- To create & Check the PETTY CASH, CASHBOOK & BANKBOOK.
- Show The Reports of Cash & Fund Flow, Day Book & List of Account.

EXTRA CURRICULAR ACTIVITIES /ACHIEVEMENTS:

- Won 1st prize in block level and district level Football competition.
- Won scholarship in 3rd, 5th, 7th Class and 10th class.
- Won prizes from different organization in block, district level in G.K. Sport & Game Competition.
- Won prizes from steel & metal industry in G.K. Safety Quiz & Cricket competition.

Role & Responsibility

- Controlling overheads of *INR 37,00,00,000* per year.
- Making of purchase and Sales Order for the company
- Preparing financial statement and report on a monthly basis
- Reports to the finance manager
- Maintaining Bill Receivables and Payables
- Maintaining Bank Reconciliation

Key Achievements

- Increased the frequency of reports from quarterly to monthly reports.
- Trained 5 Accountant to join the Company.
- Reduced Days Receivable from 95 to 70 days.
- Reduced overheads of the company by 28%.
- Present the financial statement in better way and outlook.

PERSONAL INFORMATIONS:

N a m e	: MOHAMMAD ATAUR RAHMAN
Father's Name	: MR. MOHAMMAD MOYIN
Date of Birth	: 03RD JUNE 1985
Nationality	: Indian
Religion	: Islam
Gender	: Male
Marital Status	: Single
Languages Known	: English, Hindi& Urdu(Read, Write & Speak)& Arabic (Read & Speak).

PASSPORT DETAILS

Passport No.	: T3960901
Date of Issue	: 15-05-2019
Date of Expiry	: 14-05-2029
Place of Issue	: MUSCAT (OMAN)

Driving Licence

- Driving Licence No :10497/07 (Moter Cycle with gear only) India
- Driving Licence No :19754/11 (Light Moter Vehicle) India
- **Driving Licence No :100688266(Light Vehicle) Oman**

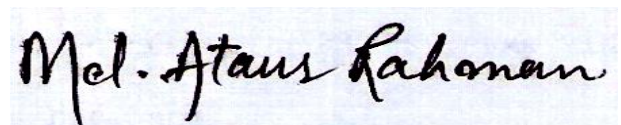
PHYSICAL STATUS

: Possess a good and Sound Health.

HEIGHT: 5'10"**WEIGHT: 69 KGS.****HOBBIES** : Listening and Watching Good Movies.**DECLARATION:**

I do hereby declare that all information's are true, correct to the best of my knowledge and belief.I, hope you will consider my C.V.'s favorable and call me for an Interview with the delegate and prove my worthiness and capabilities. I shall be ever grateful to you at all time.

Thanking you
Yours faithfully,

DATE: 07.11.2021**PLACE:Dubai (Ras Al Khaimah)**

(Mohammad Ataur Rahman)



شركة سالم محي الدين بن سيف وإخوانه للتجارة والمقاولات ش.م.م.

SALEM MOHIYADDIN BIN SAIF & BROS. TRAD. & CONT. CO. L.L.C.

مركز: ٢/١٧٩ - صلالة بريد: ١١٥ - صلالة ٢١١ - منطقة عمان الفجر: (٩٦٨) ٢٢٢١٠١٢ - فاكس: (٩٦٨) ٢٢١٠١٧١
 C.R.: 20079 - POST BOX 145 - SALALAH - 211 - SULTANATE OF OMAN TEL: (968) 2221012 FAX: (968) 2210171
 Website: www.salmgroup.com E-mail: info@salmgroup.com

Ref: SM/HR/085/2021

Date: 31st January 2021.

TO WHOMESOEVER IT MAY CONCERN

This is to certify that Mr. Mohammad Ataur Rahman Was working as a full-time employee with Salem Mohiyaddin Bin Saif & Bros. Trad & Cont. Co. L.L.C., as an Accountant in the Accounts Department from 31st of December 2014 to 31st of January 2021, as per the professional files and company employment record.

During his employment, we found Mr. Mohammad Ataur Rahman to be a professional, knowledgeable and result oriented with theoretical and practical understanding of work requirements.

He has a friendly, outgoing personality, very good sense of humour and works well as an individual or member of a team as required by the management.

On behalf of the company, I take this opportunity to wish Mr. Mohammad Ataur Rahman all the very best in his future career endeavours.

AqeelHalidh/Aqeel Bin Saif

General Manager

Salem Mohiyaddin Bin. & Bros. Trad & Cont. Co. L.L.C.





ENGINEERING EQUIPMENTS INDUSTRY



Manufacturer of All types of Fabricated Structures & Assembly of Hose Pipe & Fittings

Ref. No.:

Date:

Ref.No.EEI/1953/2009

Date: 10.10.2012

TO WHOM IT MAY CONCERN

This is to certify that **MOHAMMAD.ATAUR RAHMAN**, S/o MD.MOYIN is working in my Organization as "ACCOUNTANT" since 14TH February to till now.

During this period he has been performing duties in the most satisfactory manner and has always been striving hard to better his performance with respect to accuracy in all his work.

In addition, we found him to be sincere, co-operative to all his senior and colleagues.

This certificate is issued on his own request for what so ever purpose it might serve him best.

We wish him all success in his future career life.

For: - ENGG.EQUIPMENT INDUSTRY

For ENGG.EQUIPMENT INDUSTRY

AUTHORISED SIGNATURE

AUTHORISED SIGNATORY

Head Office : Plot No.-9, Bhuiyadih, Po-Agrico, Jamshedpur-09, Jharkhand.
 Factory Office : Plot No. C-7, Near Industrial Estate, Adityapur-831013, JSR, Jharkhand
 Phone : 0657-2200048, 8510256, • Mobile : 9234610666, 9234610651
 E-mail : enggequipmentindustry@gmail.com
 TIN-20710905725 • PAN:AANHR2442E • ECC NO :AANHR2442EEM001



BRAMHANAND Construction Pvt. Ltd.
PROMOTERS & DEVELOPERS

Ref.No:- BCPL/566/09

31-03-2011

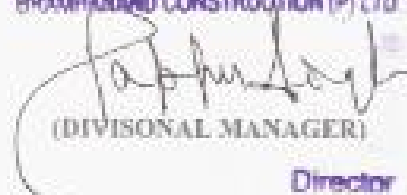
TO WHOM IT MAY CONCERN

This is to certify that **MOHAMMAD ATAUR RAHMAN**, S/o Mohammad Moyin has been working in this concern as an "ACCOUNTANT" with effect from 03-06-2009 to till Continues in Service,

He bears good moral character, honest, sincere and hard working. I am providing him this experience certificate on his personal request.

I wish him all success in life for better and bright future.

FOR BRAMHANAND CONSTRUCTION PVT.LTD
BRAMHANAND CONSTRUCTION (P) LTD


 (DIVISIONAL MANAGER)
Director

Head Office : MAIN ROAD NO.- 7, JAWAHAR NAGAR, OPP. MANKAMESWAR MANDIR, MANGO, JSR.- 832110
 Ph.: 0657-2361786, Mobile: 9771309334, 9304977770, 9939140843
Site Office : ROAD NO.-15, OPP.- SAHARA CITY, JAWAHAR NAGAR, MANGO, JSR.- 832110
 Ph.: 0657-2362030, Mobile: 9431372969, 9431710198, 9939140843
 Email: bramhanandconstruction@yahoo.com

Bhushan Power & Steel Ltd.
 Vill. : Thekoloi, P.O.: Lapanga – 768232
 The. : Rengali, Dist-Sambalpur (Orissa)
 INDIA

T +91 (0)663 253500, 2562026 to 32
 F +91 (0)663 2562007 / 011
 bhushanorissa@yahoo.com
 www.bhushanpowersteel.com



Ref No.: BPS/STK/122/2007

Date: 20/05/2009

SERVICE CERTIFICATE **TO WHOM IT MAY CONCERN**

This is to certify that **MOHAMMAD ATAUR RAHMAAN S/o MOHAMMAD MOYIN** has been worked with us as a "STOREKEEPER " with effective from 10th August 2007 to 17th May 2009.

During the tenure of his service, he has executed his duties and responsibility with full care and loyalty. He also bears an excellent moral character and behavior.

This service testimonial is being issued to him on his own request for better prospect.

We wish him all success in his life.


 Divisional Manager
 (Divisional Manager)
 Bhushan Power & Steel

Participation Certificate

This is to certify that

Mr./Ms. Mohammad Ataur Rahman

has successfully attended the course, **'Learning Tally.ERP 9'**

Conducted by Sri Ram Academy, 3rd Floor Kanchan Tower,
Near Traffic Signal, Bistupur, Jamshedpur.

Certificate No. 9110001133



Authorised Signatory

JSS

JUPITER SYSTEMS SOFTWARE

AN ISO 9001:2000 CERTIFIED INSTITUTE

Institute For DOEACC Recognised Computer Education As
Approved By AICTE & MCIT, Govt. Of India
Accreditation No. O0943, A0318, B0102

This certificate is awarded to

Md. ATAUR RAHMAN

Son / Daughter of **Md. MOYIN**

in recognition of having satisfactorily completed

Diploma in Computer Application

Computer Fundamentals, MS-Office, Internet, Programming in "C" & VB

*Conducted by the Computer Education & Training Division of
Jupiter Systems Software*

He / She is placed in the **'S'** *grade*

given at Jamshedpur on this **17-07-2004**

VP Education

VP EDUCATION



Kabir
CHIEF EXECUTIVE

NOTE : Grade allotted corresponds to a mark range as below

Grade	S	A	B	C	F
Marks	70% & Above	60% - 69%	50% - 59%	40% - 49%	Below 40%

SULTANATE OF OMAN سلطنة عُمان
 Royal Oman Police شرطة عمان السلطانية
 Directorate General of Traffic الإدارة العامة للمرور

VEHICLE DRIVING LICENCE رخصة سيطرة مركبة

LICENCE NUMBER : 100688266 رقم الرخصة :
ISSUE AT : SALALAH مكان الاصدار : صلالة
FIRST ISSUED : 2017/02/05 الاصدار الاول :
EXPIRY DATE : 2027/02/05 تاريخ الانتهاء :
 الاسم : محمد عطار رحمن

NAME : MOHAMMAD ATATUR RAHMAN

سلطة الترخيص
 L.AUTHORITY

RESIDENT CARD بطاقة مقيم

CIVIL NUMBER 100688266 الرقم المدني
EXPIRY DATE 28/12/2020 تاريخ الانتهاء
DATE OF BIRTH 03/06/1985 تاريخ الميلاد
 مكان الميلاد : الهند

SIGNATURE التوقيع
 Md. Alam Rahman

عمل بدون مرافقين لـ شركة الهاشمي والرواس للتجارة والمقاولات



JHARKHAND SECONDARY EXAMINATION BOARD, RANCHI
SECONDARY SCHOOL EXAMINATION, 2002 - ANNUAL

MARKS SHEET

SL. NO. **0060238**

ROLL CODE		ROLL NO.		REGISTRATION NO.				DATE OF BIRTH					
01530		0461		0151-002-00261-01				03/06/1985					
NAME OF STUDENT → MD ATAUR RAHMAN													
NAME OF FATHER → MD MOYIN													
NAME OF SCHOOL → MRS K M P M HIGH SCHOOL JAMSHEDPUR													
SUBJECT	LANG	ENGLISH	MATHEMATICS	SCIENCE			SOCIAL SCIENCE	OPTIONAL				AGGREGATE	DIVISION
	URD			THEORY	PRACT	TOTAL		ADM					
								THEORY	THEORY	PRACT	TOTAL		
FULL MARKS	100	100	100	85	15	100	100	100	85	15	100	600	1ST DIV : 360 2ND DIV : 270 3RD DIV : 180 PASS (UNDER REG-10)
PASS MARKS	30	30	30	25	05	30	30	30	25	05	30	180	
MARKS OBTAINED	58	42	52	27	13	40	43	74				309	

PLACE : RANCHI

DATE : MAY 13, 2002

A.C.K.
 SECRETARY



JHARKHAND ACADEMIC COUNCIL RANCHI

INTERMEDIATE EXAMINATION - 2004

MARKS STATEMENT

M.S. No. : 207956

The following are the marks obtained by. **MOHAMMAD ATAUR RAHMAN**

College **MRS K M P M INTER COLLEGE JSR**

DT-SINGHBHUM(E)

Roll Code **9223**

Roll No. **20216**

Registration No. **R-0235-02**

at the Annual Intermediate **COMMERCE** Examination 2004 held in the month of **MARCH, 2004**

SUBJECT NAME	Full Mks.	Pass Mks.	MARKS OBTAINED				T. R.		Subject Total	App. Mks. Result
			Paper I	Paper II	Theory Total	Practical	Tn.	Pr.		
01. COMPULSORY :										
NRB/UR	100	030	025	020	045				045	
ENG	200	060	039	047	086				086	
02. OPTIONAL :										
BJA&BMD	200	060	057	051	108				108	
MNB&ELE	200	060	058	043	101				101	
CCM&CAE	200	060	043	055	098				098	
03. ADDITIONAL :										
										468
04. VOCATIONAL :										2ND DIV
AA	100	030	060		060				060	

Date : **07-06-2004**

038384

Secretary
OSD



RANCHI UNIVERSITY, RANCHI

(Examination Department)

Statement of Marks

No. 06/ 08734

Issue Date: 13/6/2007

Following are the marks obtained by **MOHAMMAD ATAUR RAHMAN** of **Karim City College, Jamshedpur** Registration No. 0531695 Roll No. 05BC8131695 in Bachelor of Commerce Account Honours 3 year degree course examination held in the month of April 2007. Session 2004-2007

05BC811A			06BC812A			07BC813A		
Part 1			Part 2			Part 3		
Paper	F.Marks	Marks	Paper	F.Marks	Marks	Paper	F.Marks	Marks
NH	50	25	NH	50	31	GENERAL STUDIES/ENV. SCIENCE	100	60
NH-URDU	50	26	NH-URDU	50	27	BUSINESS STATISTICS & ELEMENTARY MATHEMATICS	100	56
BUSINESS ORGANISATION	100	41	MONEY & BANKING	100	45	COST ACCOUNTING	100	79
PRINCIPLES OF ECONOMICS	100	49	PLANNING & ECONOMIC DEVELOPMENT	100	42	MANAGEMENT ACCOUNTING	100	62
AUDITING	100	56	BUSINESS LAWS	100	55	TAXATION LAWS & ACCOUNTING	100	45
FINANCIAL ACCOUNTS	100	39	SPECIALISED ACCOUNTING	100	50			

Full Marks in Hons : 800

Marks Obtained : 442

Percentage : 55.25

Result : Second class


Tabulator

Tabulator

Controller of Examinations

Publication Date : 5/6/2007

Remarks : Distinction - 75% in a subject, 1st Class/Division : 60% and above; 2nd Class/Division : 45% and above; 3rd Division : 33% and above.

				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 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भारत सरकार
विदेश विभाग
नई दिल्ली

यह पत्र आपके पासपोर्ट के लिए जारी है। इसे ध्यानपूर्वक पढ़ें।
यह पत्र आपके पासपोर्ट के लिए जारी है। इसे ध्यानपूर्वक पढ़ें।

ध्यान दें

यह पत्र आपके पासपोर्ट के लिए जारी है। इसे ध्यानपूर्वक पढ़ें।
यह पत्र आपके पासपोर्ट के लिए जारी है। इसे ध्यानपूर्वक पढ़ें।
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REGISTRATION

INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER
THEMSELVES AT THE NEAREST INDIAN MISSION/POST.

CAUTION

THIS PASSPORT IS THE PROPERTY OF THE GOVERNMENT OF
INDIA. ANY COMMUNICATION RECEIVED BY THE HOLDER FROM A
PASSPORT AUTHORITY REGARDING THIS PASSPORT, INCLUDING
DEMAND FOR ITS SUBSTITUTION, SHOULD BE COMPLIED WITH
IMMEDIATELY.

THIS PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY
POST. THIS SHOULD BE IN THE CUSTODY EITHER OF THE HOLDER
OR OF A PERSON AUTHORIZED BY THE HOLDER. IT MUST NOT BE
ALTERED OR IMITATED IN ANY WAY.

LOST, THEFT OR DESTRUCTION OF THIS PASSPORT SHOULD BE
IMMEDIATELY REPORTED TO THE NEAREST PASSPORT AUTHORITY
IN INDIA. ONLY THE HOLDER IS RESPONSIBLE TO THE NEAREST INDIAN
MISSION/POST AND TO THE LOCAL POLICE. ONLY AFTER EXHAUSTIVE
INQUIRIES SHALL A DUPLICATE PASSPORT BE ISSUED.

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पिता / माता के नाम / Name of Father / Legal Guardian

MOHAMMAD MOYIN

माता के नाम / Name of Mother

NAJMUN NISA

पति के नाम के नाम / Name of Spouse

पता / Address

Q NO 83/L4, ROAD NO 05, B H

AREA PO KADMA JAMSHEDPUR

EAST SINGHBHUM JHARKHAND

पुराने पासपोर्ट नं. 4, और उसके जारी की तिथि और जगह / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

RCHA02939008

