

# PATGAR MOHAMMED ALFAZ

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## Personal Skills

Time Management	★★★★
Career Oriented	★★★★
Problem solving	★★★★
Team Work	★★★★

## Professional Skills

Tally Prime	★★★
Advance Excel	★★★★
MIS	★★★
Microsoft Office	★★★★
Book Keeping	★★★
Reporting	★★★★
Documentation	★★★
Accounting	★★★
Compliances	★★★
Planning	★★★

## Languages

English	★★★★
Hindi	★★★★★
Kannada	★★★★★
Urdu	★★★★★

## Profile

Highly detail oriented individual eager to contribute towards the building of a strong finance team. Seeking for an opportunity where I can apply, nourish my skills along with looking forward to learn the new things together with grabbing the opportunity for professional advancement.

## Work Experience

### Reddot Life Pvt Ltd - Bangalore

Management Trainee-Accounts Mar 2021-May 2021

#### Duties:

- Preparing Sales and purchase report
- Processing accounts payables and accounts receivables
- Tasked with carrying out a variety of bookkeeping activities
- MIS reporting
- Accounts reconciliation
- Maintaining accounting documents and records
- Preparing bank deposits
- Maintaining expense records
- Working with vendors, customers, and colleagues to resolve inquiries and issues
- Reviewing and processing employee expense reports.
- Vendor reconciliation
- Bank Reconciliation
- Assisting In Compliances(Gst,Tds)
- Cheque planning

### Indian Oil Corporation Ltd - Mangalore

Finance Industrial Trainee Oct 2018-Nov 2019

#### Duties:

- Assisting in various aspects of financial accounting in finance department
- Vouching
- MIS reporting
- Preparing overtime justification report
- Processing of Transportation bills
- Data entry
- Preparing vessels files for finalization(import)
- Updating Vendor bills in FMS

## Education details

2018	<b>CMA Final(Grp IV)</b> , The Institute Of Cost Accountants Of India
2017	<b>CMA INTER</b> , The Institute Of Cost Accountants Of India
2016	<b>B.COM</b> , Mangalore University