

## **CURRICULUM VITAE**

Of

*Mohammed Bilal*

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### ***CAREER OBJECTIVE***

- To work with the best of my ability in order to contribute my skills to the growth of the Organization.

### ***SUMMARY***

- I believe that a person's smart work and his talent is the key to his success rather than his qualification.

### ***EDUCATION BACKGROUND***

- **Bachelor's Degree in Commerce (B.com) – 2014**  
Maharaja's College (University of Mysore)
- **P.U.C in Commerce – 2009**  
Govt. BIFR Maharaja's College
- **S.S.L.C – 2007**  
Sri Paras Jain School
- **Accounting Package – October 2012**  
Tally ERP 9 version  
Winman ERP 9 Taxation  
Academy for Language & Technology, Mysore – India.

### ***COMPUTER SKILLS***

- MS-Office (2003 & 2007): Word, Excel & Power Point.
- Winman ERP Taxation.
- Internet.
- Operating Systems (Windows XP Professional, Windows 8 & Windows 10)
- System Maintenance (Installation & Configuration of Software's)

**EMPLOYMENT HISTORY:*****ACCOUNTS EXECUTIVE – Peter Jaya Rao & Co. Mysore, India***

*Worked from 1<sup>st</sup> February, 2017 to 30<sup>th</sup> November 2019*

**Job Profile:**

- Filing Income Tax Returns & GST Returns.
- Filing Company returns with Registrar of Companies.
- Preparing Financial Statements and Computation of Income.
- Coordinating with Clients for payment follow-ups, billing and queries.

***ACCOUNTS ASSISTANT – YRK Industries. Mysore, India.***

*Manufacturers of Membrane Doors.*

*28<sup>th</sup> February, 2014 to 10<sup>th</sup> March, 2016.*

**Job Profile:**

- Preparing Invoices, billing and daily updating.
- Coordinating with Customers for payment follow-ups, billing and queries.
- Handling petty cash.
- Maintaining an effective filing system of the Accounts Department which includes receipts vouchers, payment vouchers, delivery orders, sales invoices, purchase orders, material receipt notes.

***ADMINISTRATION /AUDIT ASSISTANT – Aslam Pasha & Co. (Auditor & Tax Consultant), Mysore – India***

*28<sup>th</sup> January, 2013 to 12<sup>th</sup> December, 2013*

**Job profile:**

- Coordinating with Customers for follow-ups, billing and queries.
- Handling petty cash.
- Maintaining an effective filing system of the Company.

***STRENGTHS***

- Self-Motivator
- Confident & Hardworking
- Efficient and team work

***INTERESTS***

- Drawing
- Traveling
- Surfing the Net

### ***PERSONAL PROFILE***

- Gender : Male
- Date of Birth : 3<sup>rd</sup> December 1991
- Marital Status : Single
- Nationality : Indian
- Languages Known : English, Kannada, Hindi & Urdu

Address: No.395, 2<sup>nd</sup> Stage  
Rajiv Nagar  
Mysore, Karnataka  
India – 570 019

### **Declaration:**

I hereby declare that the above-mentioned information is correct as per my knowledge and I bear the responsibility for the correctness of the above information.

Place: Mysore

Date:

Mohammed Bilal