**RESUME**

**Mohammed Haseeb uddin** 

H.NO. 18-13-8/MN/85, Millat Nagar,

Bandlaguda, Chandrayangutta,

Hyderabad-500005, Telangana, INDIA

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**CAREER OBJECTIVE:**

To obtain a sustainable position in a good organization and to become an asset for the company. I work to reach the heights where the organization gets benefits from my services. And I can grow as a professional and to be known as an achiever.

**KEY SKILLS:**

* Good Communication Skills.
* Dedicated and hard working.
* Adaptable and a quick learner.
* Pleasing and presentable personality and is a team player.
* Easy to work with, organized, and excellent in team work, leadership with co-workers.
* Self Confident and Positive attitude, Interactive and Practical approach.
* Problem solving qualities.
* Good at Time management and is punctual for assigned work.
* Calm and Composed, can handle any difficult situations and has the ability to work under pressure.
* Always ready to shoulder responsibilities and has result oriented qualities.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- | --- |
|  |  **DEGREE** |  **DESCRIPTION OF THE COURSE** | **UNIVERSITY/ COLLEGE/ SCHOOL** | **YEAR** |
| 1. | **B.Tech** | Information Technology | Teegala Krishna Reddy Engineering College, Hyderabad, TS, India. | April, 2011 |
| 2. | **Intermediate** | M.P.C | Ideal Junior College,  Hyderabad, TS, India.  | March, 2007 |
| 3. | **CBSE** | General | Panineeya Mahavidyalaya High School, Hyderabad, TS, India. | March, 2004 |

**TECHNICAL SKILLS:**

* Hardware / Platforms: Windows XP/2007, Linux
* Office Suites: MS Word, Excel, Power Point
* Operating Systems: Windows XP, 7, 8,9,10, Linux
* Database Skills: DBMS, SQL, Oracle
* Programming Languages Known: C, C++, JAVA, SAP ABAP
* Digital Marketing including HTML, Web Designing

**EXPERIENCE:**

1. **Designation : Chief Accountant ( August 2017 – Present )**

 **Company name : Skybooker**

**Responsibilities:**

* Reconciliation of supplier statements - Payable
* Reconciliation of supplier statements - Receivables
* Reconciliation of PNRs in PORTAL
* PAYPAL - Reconciliation
* Reconciliation of Staff incentives
* Reconciliation of Refunds
* HOTEL bookings - maintain payments in excel
* Disputes from Stripe & Airlines - prepare supporting documents to win the dispute
* Quality check – day to day work

**2. Designation: Data Management Executive ( November 2015 - September 2016)**

**Company Name: Radiant Cash Management Services Pvt. Ltd.**

**Responsibilities:**

* Directs cash management operations to include daily cash administration, management of current accounts and bank relations
* Timely reconciles cash application and disbursements.
* Maintaining customer accounts and files.
* Handling general clerical duties: filing; photocopying; preparing correspondence; answering telephone; and data entry.

**3. Designation: Network Engineer (October 2013 – Febuary 2015)**

 **Company Name:** **Media Wagon**

**Responsibilities:**

* Maintaining and administering computer networks and related computing environments including systems software, applications software, hardware, and configurations.
* Performing disaster recovery operations and data backups when required.
* Protecting data, software, and hardware by coordinating, planning and implementing network security measures.
* Troubleshooting, diagnosing and resolving hardware, software, and other network and system problems.
* Monitoring network performance to determine if adjustments need to be made.

**4. Designation: Executive** **Engineer (July 2011 – July 2013)**

 **Company Name: Fifth Reich Strategic Solutions Pvt. Ltd.**

**Responsibilities:**

* Develop website in given stipulated time.
* Understand client requirement of the project.
* Create and Maintain Database.
* Perform database change management.
* Update company website.

**EXTRA CURRICULAR ACTIVITIES:**

* Volunteered in charity functions in school
* Organised College Fests and Seminars.
* Won prizes in Chess competitions in school.

**PERSONAL DETAILS:**

* Father’s Name: Mohammed Hameed uddin
* Date of Birth : 04 – May - 1988
* Nationality : Indian
* Passport Number : U6684268
* Marital Status : Married
* Permanent Address : H.NO. 18-13-8/MN/85, Millat Nagar, Bandlaguda, Chandrayangutta,
* Hyderabad-500005, Telangana, India
* Hobbies : Exercising, Chess, Carrom
* Languages Known : English, Urdu, Hindi, Telugu

**DECLARATION:**

I hereby declare that the above information is true to the best of my knowledge on the date of writing.

Place: Hyderabad

Date: 24th Febuary, 2021

Mohammed Haseeb uddin