

Mohammad Hafeez

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.



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Al Barsha-1, Dubai, UAE

08 August, 1997

Passport Number: P9012094

WORK EXPERIENCE

Accounts Executive

Brickwork Analytics Private Limited

11/2020 - 01/2022 *Bangalore, India*

Area of Work : MSME1, Gradings and Risk Management

Achievements/Tasks

- Create and update expense reports.
- Enter Financial transactions into internal databases.
- Issue invoices to customers and external partners, as needed.
- Preparing reports on daily / weekly and monthly Basis.
- Assisting to present the management reports to board level.
- Maintaining Slots, issue tracker on day-to-day basis.
- Coordinating and managing all database requirements.
- Communicate Regular with Clients/BD through emails, phone.
- Entering data from source documents withing time limits/ Maintain physical and digital financial records.
- Reconcile invoices, identify discrepancies and correcting any incompatibilities , and checking output.

Cashier cum Accountant

Man And Moda

05/2018 - 10/2018 *Bangalore, India*

Area Of Work : Whole sale and Retail

Achievements/Tasks

- Preparing financials documents such as invoices, bill, account payables and receivables.
- Completing Purchase order, managing company ledger.
- Completing financials reports basis and providing information to the finance team.
- Verifying balances in account books and rectifying discrepancies & Bank Deposits.

EDUCATION

Master of Business Administration

Visvesvaraya Technological University

2018 - 2020

Courses

- Finance and Marketing

Bachelor of Business Management

Mangalore University

2015 - 2018

SKILLS

Operating system MS windows

Software package/Programs, Microsoft Access, Microsoft Excel, Microsoft Word, Power Point etc.

MS outlook, Tally ERP9

Team Work

Time Management

PROJECTS

A study on Customer service quality management with reference to Bharat Agrovet Industries, Mangalore. (01/2020 - 02/2020)

- The main aim of the project is to analyze Customers satisfaction about the company.

KEY STRENGTH

Able to establish priorities, manage time productivity, and perform well under pressure proven ability to handle multiple task simultaneously and follow projects though completion.

Fast Learner, Effective Working alone or as a co-operative team member.

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Malayalam
Full Professional Proficiency

Kannada
Full Professional Proficiency

Tamil
Full Professional Proficiency

Tulu
Full Professional Proficiency

INTERESTS

Keen to learn

Traveling

Playing Games

Cricket

Drive

Accounts