



MOHAMMED HANEEF

Phone : +971 521903432

Gmail : haneef.faris06@gmail.com

OBJECTIVE

To make positive impact in my field of activity leading to organization growth by creative application of my value-based convictions and professional divinity by putting my all efforts in the work assigned to me.

EDUCATION

. **MASTER OF BUSINESS ADMINISTRATION**
[MBA] @MANGALORE UNIVERSITY,
MANGALORE

. **BACHELOR OF COMMERCE [B.COM]**
@ROSARIO COLLEGE OF MANAGEMENT
STUDIES, MANGALORE

. **PRE-UNIVERSITY [12th]**
ROSARIO COLLEGE, MANGALORE

. **SSLC [10 th]**
KERALA UNIVERSITY

MY DETAILS

- Date of birth : 19/04/1992
- Marital status : Single
- Nationality : Indian
- Passport no. : P1507836
- Languages known : English, Hindi, Malayalam, Kannada
- Visiting visa expiry date : 08/02/2022

WORK EXPERIENCE

• **ACCOUNTANT** (OCT 2018 TO OCT 2021) **KL 14 MENS CLUB**

1. Managing all accounting transactions
2. Publish financial statements in time
3. Handle monthly, quarterly and annual closings
4. Manage balance sheet and profit/loss statements
5. Ensure timely payments

• **ACCOUNTANT** (NOV 2016 TO MAY 2018) **IQBAL AHMED INFO PROJECTS PVT. LTD.**

1. Tracking payments to internal and external stakeholders
2. Preparing budget forecasts
3. Processing tax payments and returns
4. Handling and maintaining accounts up to finalization

• **DATA ENTRY EXECUTIVE** **BURAQUE ENTERPRISES** (AUG 2013 TO OCT 2014)

1. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
2. Review data for deficiencies or errors, correct any incompatibilities if possible and check output
3. Research and obtain further information for incomplete documents
4. Scan documents and print files, when needed
5. Keep information confidential

AWARDS & ACHIEVEMENTS

- National Workshop on "Data Analysis Using Excel & SPSS"
- Participated in National Level B-School meets crossroad – 2015
- Organizer in national Level B-School meets crossroad – 2016
- Participated in National Level Management Fest in Shree Devi College, Mangalore & Canara College, Mangalore
- Undertook a Project on "Customer Satisfaction" for U.K Traders, Kerala