



# Mohammed Azher E

Looking for an opportunity to work in an esteemed organization with pleasant, dynamic, and motivating environment where I can express my knowledge and skills. I am willing to work hard and meet any challenges that will benefit the organization as well as me.



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9605683362



Edassery House,  
Nariparambu, Nariparambu  
po, Ponnani, Malappuram,  
Kerala, India

## SKILLS

Poses good  
communication

Decision making and  
crisis handling

Flexible and adaptable  
to changes and  
challenges

Ability to perform and  
contribute under  
pressure

Ability to deal with  
people diplomatically

Organising

Time management

## LANGUAGES

English  
Full Professional Proficiency

Malayalam  
Native or Bilingual Proficiency

Hindi  
Professional Working Proficiency

## INTERESTS

Online trading

Travelling

Social

Football

## EDUCATION

**Post Graduate diploma in cost accounting and management(2019)**  
IPA Ernakulam

**B-COM - Finance (2016-2019)**  
KMCT arts and science college

## WORK EXPERIENCE

**Accounts Assistant**  
Benelli - Kochi showroom and services

03/2021 - 11/2021

Kalamassery, Kochi

*Achievements/Tasks*

- Vehicle billing and invoice preparation using TALLY ERP 9.0.
- Handling day to day transactions and maintenance of petty cash book.
- Handling insurance issuance of the vehicles for the customers.
- Cancellation of booking the vehicle and issuing refund to customers.
- Handling of company bank account and recording all transactions.
- Handling company software and preparation of sales analysis reports for management review.
- Vehicle registration process.

**INTERNSHIP - Accounts Assistant (2019)**  
IPA Institute Ernakulam

*Achievements/Tasks*

- Preparation and finalisation of accounts using TALLY ERP 9.0
- Preparation and filing of GST returns of the clients.
- Other general accounting works of the firms using MS Excel and TALLY ERP 9.0.

## CERTIFICATES

Tally ACE      SAP FICO      Gulf VAT Accounting      GST Accounting  
Accounting practice with SAGE      Accounting practice with QuickBooks

## PERSONAL PROJECTS

Successfully completed a project related to a trading concern. (2019)  
Software used for the project : SAP Business One 8.8

Successfully completed a project work related to a garments distribution firm. (2019)  
Software used for the project : Sage 50

Successfully completed a project work related to computer distribution firm. (2019)  
Software used for the project : Quickbooks desktop version

## ACHIEVEMENTS

Involved in volunteering and fund raising activities of PAIN AND PALLIATIVE CARE at KMCT arts and science college.

*PAIN AND PALLIATIVE CARE UNIT - KMCT ARTS AND SCIENCE COLLEGE*

Co founder member of NIZHAL(06/2016).  
*An NGO working welfare of students*

Participated in sports events conducted in college.