



## MOHAMED SIYAD P

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### Objectives

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

### Work Experience.

- worked As an Accountant in **Nahda Modern Company Saudia Arabia** Have 3 year Experience
- Worked as an Account Assistant in **M/S\_vanguard logistics (ITC)** mannarkkad

### Experience as an Accountant in Nahda Modern company

- Experience in Gravity Erp & Mycom Erp. Software
- Practice in both manual and computerized accounting.
- Accounting activities up to finalization of accounts.
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque ( PDC ) etc.
- Maintenance of various accounting registers for Purchases and Sales.
- Preparation of Income & Expenditure Statements for different types of business.
- Preparation of bank reconciliation statements.
- Three year experience in Nahda Modern Company Saudia Arabia

### Experience as an Accounts Assistant in M/S VANGUARD LOGISTICS (ITC)

- Computerization of accounts using Tally 9.
- Working experience in Trading and Manufacturing Company accounts.
- Oneyear experience in vanguard logistics (ITC) mannarkkad

### Educational Qualifications

| Sl.No | Course    | Name of Institution                        | Board/University   | % Of Marks | Year Of passing |
|-------|-----------|--|--------------------|------------|-----------------|
| 1     | B . C O M | MES KALLADI COLLEGE<br>M A N N A R K K A D | CALICUT UNIVERSITY | 55. 00     | 2 0 1 5         |

|          |                 |  |                        |               |                |
|----------|-----------------|--|------------------------|---------------|----------------|
| <b>2</b> | <b>PLUS TWO</b> | <b>K A L L A D I H . S . S<br/>M A N N A R K K A D</b> | <b>BOARD OF KERALA</b> | <b>60. 00</b> | <b>2 0 1 2</b> |
| <b>3</b> | <b>S S L C</b>  | <b>KTM H.S.S MANNARKKAD</b>                            | <b>BOARD OF KERALA</b> | <b>63.00</b>  | <b>2 0 1 0</b> |

### **Computer Knowledge**

- PG Diploma in Corporate Accounting & Management ( PGDCAM) from IPA Kerala ( 2016 ).
- Knowledge in SAP – R3 (FICO) : Course Certificate holder (2016)
- Knowledge in SAP - Business One : Global Certificate Holder (2016).
- Specialized in MS Office- Microsoft Excel Global Certificate Holder ( 2016 ).
- Specialized in Tally ERP 9.0, Peachtree Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.

### **Language Competency**

- English --- Speak , Write , Read.
- Malayalam ---Speak , Write , Read.
- Arabic ---Speak, Read

### **Abilities and Area of Strength**

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- Experience in office management with comprehensive problem solving abilities.

### **Personal Details**

- Nationality : Indian
- Date Of Birth : 14/07/1993
- Marital Status : Single
- Father's Name : Mr. ILLYAS
- Passport Number : L1314861 ( INDIA )
- Date Of Issue : 09/05/2013
- Date Of Expiry : 08/05/2023
- Driving License : LMV/ 50/2668/2012 ( INDIA )
- Address : PAROPADAM ( House )  
PERIMBADARI ( PO )  
MANNARKKAD

678582

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**Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place: MANNARKKAD

Date :

**Name: MOHAMED SIYAD P**

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