

MOHAMMED ANWAR



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Career Objectives:-

An Accountant who is keen to find a position in a reputable company or a consulting firm to build up practical skills and improve financial position.

Education:-

Master Studies : Master of Business Administration (MBA)

University Name : Osmania University

Graduation Grade : Good (72%)

Master Pass Year : Year of Pass 2017.

Graduate Studies : Bachelors of Commerce (B.com)

Graduation Year : 2014.

Skills and capability:-

- Hardworking, reliable and punctual, ability to perform under pressure.
- Willing to learn new skills, adaptable team player
- Possible to work in kingdom of Saudi Arabia or outside.

Significant training received:-

- Tally ERP 9 accounts software.

Previous work experience:-

Since Dec 2017 until Now: Smt. Sarojini Ramulamma College of Pharmacy in Mahbubnagar, Telangana. It is a recent addition of Dr. Panuganti Krishna Murthy educational society, which was established in 1998. This society is specialized in pharmacy educations. As accountant for doctor of pharmacy, bachelor of pharmacy, master of pharmacy, diploma in pharmacy.

With the Following duties & responsibilities

- Fair User to tally ERP accounting software.
- Responsible for day-to-day finance and accounts operations.
- Preparing monthly bank statements of all colleges.
- Review and approve payment voucher and journal entries.
- Handling complete general ledger operations
- Internal audit.
- Adjusting journal entries and manage the general ledger.
- To assist in financial statement preparation and consolidation, account analysis and reconciliation.
- Communicating with auditor for accounting queries.
- Responsible for enter students fee challan.
- A/R & A/P transactions and bank reconciliation.

Part Time Job Experience (At Bhishma Associates & Chartered Accountant)

- GST, gstr-1, gstr-3b filling practical knowledge.
- Responsible for purchase & sales Gst entries
- Preparation of audit reports in MS-excel.
- Reconciliation of bank accounts.

Languages:-

- Urdu- Mother Tongue
- English – good in both spoken and written & receiving English course.

Computer Skills:-

- MS-office, MS-excel, internet researches.
- Good typing speed with lower typing certificate.
- Miracle ERP accounting software

Personnel details:-

Nationality:	Indian
Date of birth:	21 June 1994
Gender:	Male
Marital status:	Single

Passport details:

Passport No:	L6001082
Date of issue:	11-11-2013
Date of expiry:	10-11-2023
Place of issue:	Hyderabad

Sports skills:

Sports Certificate National

Certificate Number: 134/70.