

CURRICULUM VITAE



Address:

H.NO-16-2-741/C/19,
Asmangadh,
Malakpet,
Hyderabad, T.S, INDIA

MOHAMMED ABDUL KHADER
Mobile:0091-9866732702
Emai:k4khader2006@yahoo.com

Career Objective

Seeking for a suitable placement in a professional Organization which gives an opportunity to utilize Skills and experience.

Strength

Ability to take complete charge of the work with best results.

EMPLOYMENT DETAILS

Deccan Enterprises
Hyderabad, India

Since, July 5th 2017

Job Title: **Cashier & Accountant**

- Overall responsibility for handling cash.
- Record cash receipts and make bank deposits.
- Preparing purchase and sale invoices.
- Preparing financial records and ledgers business transactions.
- Prepare and submit performance reports
- Maintaining inventory reports
- Reconciles financial discrepancies by collecting and analyzing account information

Trust Exchange Co WLL
Doha, Qatar

18th March 2010 to 06th April 2017

Job Title: **Head Cashier & Supervisor**

- Monitor employee productivity and provide constructive feedback and coaching
- Overall responsibility for handling branch cash
- Preparing Purchase and Sales reports of Foreign Currencies
- Preparing day end reports
- Prepare and submit performance reports
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Receive complaints and resolve problems

Victory Traders
Hyderabad, India

10th Sept 2005 to 24th Oct 2009

Job Title: **Accountant**

- Prepared reconciliation of bank accounts and cash reports and maintained records of fixed assets.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Reconciles financial discrepancies by collecting and analyzing account information
- Handling Company Stock
- Maintaining inventory reports
- Preparing financial records and ledgers business transactions.

Vise Cyber Tec Limited
Hyderabad, India

1st June 2004 to 31st July 2005

Job Title: **Assistant Accountant**

- Preparing manual accounting
- Maintaining Cash Book, Bank Book, Ledgers
- Maintaining inventory reports
- Preparing monthly accounting reports.

QUALIFICATION BACKGROUND

a) Academic

- **(B.Com) (Bachelor of Commerce with Computer Application)** **Osmania University Hyderabad**
- **Intermediate with (C.E.C)** **Osmania University Hyderabad**
- **(S.S.C) Higher Secondary Certificate** **Board of Secondary Hyderabad**

b) Technical

- Diploma in Accounting Packages
- Diploma in Computer Application (D.C.A)

Computer SKILLS

- Proficiency and expertise in MS Word, MS Excel, MS PowerPoint
- Accounting Packages Known Tally, Wings, Focus etc

Typing Skills

- 50-60 W.P.M. Keyboard (English)
(State Board of Technical & Training Institute, Govt of India)

Languages Known

- English, Hindi & Urdu

Personal Data

- Date of Birth 24-06-1979
- Gender Male
- Marital Status Married
- Nationality Indian
- Passport No. V4072879
- Date of Expiry 17-11-2031

(MOHAMMED ABDUL KHADER)