

CURRICULUM VITAE

MOHAMMED MAHMOOD

Manama, Kingdom of Bahrain

Mobile no: +973 66932000

Email: - muhammadmahmood88@gmail.com



Objective: -

I would be interested in a position that offers broad participation and involvements, immediate challenge, professional growths, and career opportunity to apply academic background, and enrich my experience in fields that benefit me at the personal and professional levels, and to obtain a responsible position in an organization where my experience, accomplishments and proficiency will allow me the opportunity for growth maximum.

Personal Strengths: -

1. Gathered work ability.
2. Hard working.
3. Combine sharing thoughts.
4. Good team member and believe in team Work.
5. Fast learner.

(1) Work Experience: -

Company: - Dilla Décor Co. W.L.L. & Fortune Homes Contracting Co. W.L.L., Qalali, Kingdom of Bahrain.

Title: - Senior Accountant from August 2017 as on date,

Description: - Working as an Office Manager Cum Senior Accountant till today.

Roles & Responsibilities: -

- Maintenance of Account Books.
- Documentation of construction process, meeting government officials related to construction and accomplishes the same.
- Client Representative & Management Supervision.
- Accounts Receivables and Payables.
- Sundry Debtors Reconciliation Statement.
- Sundry Creditors Reconciliation Statement.
- Maintaining LMRA, GOSI, INDEMNITY transactions and etc.
- Maintaining Vat & Filing Vat Returns.
- Maintaining Governmental Processes Sijilat, MOIC, Tamkeen and others.
- Cash and Bank Management.
- Preparation of Monthly Salaries.
- Fixed Assets Register.
- Finalization of Accounts with Internal Audit.

(2) Work Experience: -

Company: - Pacific Aluminium Wrought & Iron Factory, Arad, Kingdom of Bahrain.

Title: - Accountant.

Description: - Worked as Accountant from 01st November 2015 to 05th March 2017.

Roles & Responsibilities: -

- Maintenance of Account Books like Purchase Book, Sales Book, Cash Book, Journal Register and Bank Book.
- Accounts Receivables and Payables.
- Sundry Debtors Outstanding Statement.
- Sundry Creditors Outstanding Statement.
- Maintaining LMRA, GOSI, INDEMNITY transactions and others indirect expenses of the company.
- Cash and Bank Management.
- Preparation of Monthly Salaries.
- Fixed Assets Register.
- Finalization of Accounts.

(3) Work Experience: -

Company: - Viola Decor Contracting Co. W.L.L, Manama, Kingdom of Bahrain.

Title: - Accountant.

Description: - Worked as Accountant from 15th October 2014 to 15th October 2015.

Roles & Responsibilities: -

- Maintenance of Account Books like Purchase Book, Sales Book, Cash Book, Journal Register and Bank Book.
- Accounts Receivables and Payables.
- Sundry Debtors Outstanding Statement.
- Sundry Creditors Outstanding Statement.
- Maintaining LMRA, GOSI transactions and others indirect expenses of the company.
- Cash and Bank Management.
- Preparation of Monthly Salaries.
- Finalization of Accounts.

(4) Work Experience: -

Company: - Future Media.

Title: - Accountant.

Description: - Worked as Accountant from (i, e) 10th March 2012 to 14th October 2014

Roles& Responsibilities: -

- Billing and Maintaining Invoices with Hardware Payment Ledger.
- Billing and Maintaining Recurring Invoices with Recurring Ledger.
- Maintenance of Account Books like Purchase Book, Sales Book, Cash Book, and Bank Book.
- Product wise Sales Report.
- Accounts Receivables and Payables.
- Cash Management and Bank Management.
- Liaisoning with Bank and Government Officials.
- Co-coordinating with Auditor.
- Finalization of Accounts.

(5) Work Experience: -

Company: - R.S Travels Customs House Agents Company (Clearing & Forwarding)
Hyderabad, India.

Title: - Accountant.

Description: - 5 years of an experience in Payables, Receivables, Bank Reconciliation Statements (i, e) 10th March 2007 to 09th March 2012

Roles & Responsibilities: -

- Cash and Bank Management.
- Analyzing the nature of invoices and deducting the TDS on the services received.
- Preparation of the payables and receivables.
- Preparation of vouchers and petty cash
- Training the new joiners in help desk activities and also educating the processing team from time to time with any corrections and rectifications.

Achievements: -

1. Went for On the Job Training to N.S Marketing Company for surveying the current condition of company in the market.
2. Went for On the Job Training to Chennai for business transitions.
3. Awarded several times as the star of the month of good performance.
4. Awarded by salary increment on works performance appraisal.
5. Has represented Andhra Pradesh (India) in various National and District levels via: Cricket, Carom and Badminton tournaments.

Education Attainments: -

Master of Business Administrations (MBA)

S.D Signodia College of Arts & Commerce & P.G Centre, Hyderabad, India

Specialization: -

- **Major:** - FINANCE & **Minor:** - HUMAN RESOURCE MANAGEMENT.

Bachelor of Commerce (B.Com)

S.D Signodia Degree College, Hyderabad, India

Intermediate (Office Management)

Frobel's Vocational Junior College, Hyderabad, India

School of Secondary Certificates (SSC)

Citizen's High School, Hyderabad, India

Information Technology Exposure: -

- **Operating Systems:** - All windows operate system.
- **Office Automation:** - MS Office.
- **Computer Technical Skills:** - Installations, Computer Assembling, Formatting, Hard Disk Partitions, upgrading all Drivers, Sound Knowledge of Internet and Email

Software Skills: -

Accounting Packages: -Tally ERP 9, Focus, Wings, and Peach tree.

Personal Details: -

Name : - Mohammed Mahmood
Date of Birth : - 15 November 1985
Nationality : - Indian
Marital Status : - Married
Languages : - English, Hindi, Urdu and a Bit of Arabic
Passport No : - W5627037
Mobile No : - +973 66932000 / 33324277
Email Address : - muhammadmahmood88@gmail.com
References : - Available upon Request

I confirm all the above information is true and correct to the best of my knowledge and beliefs.

(MOHAMMED MAHMOOD)