

CURRICULUM VITAE

NOWSATH ALI RAJ MOHAMED

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CAREER OBJECTIVES:

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my experience and abilities

EDUCATION QUALIFICATION

Bachelor of Commerce
BHARATHADASAN UNIVERSITY (2004)

EXPERIENCE

Assistant Accountant
AMERICAN CULTURAL AND EDUCATIONAL CENTER
MANAMA, BAHRAIN (ACEC)
October 2006 – Present

Job Description

- Complete and maintain sales, prepare quotation, invoice and reports
- Checking and updating staff attendance (annual leave, no pay and sick leave)
- Monitor/maintain financial records including managing of petty cash transaction
- Calculating and checking to make sure balancing of payments, amounts and records are correct
- Prepare, process, file and maintain financial records correspondence, reports, forms and work orders
- Assist accounts in entering cash book and credit card
- Preparing journal vouchers for cash book, credit card, petty cash
- Preparation of salary slips
- Assist accounts in preparing staff and teacher's salary
- Journal posting in accounting software
- Credit card entries passing to accounts
- Books, stationery, assets purchasing after from Director
- Reports on debtors and creditors
- Assist accounts in maintaining assets ledger
- Preparing supporting documents for auditing
- Financial record keeping
- Accounts department supervision in accountant absence

LANGUAGES

English, Tamil & Malayalam.

PERSONAL STATUS

Date of Birth :	14-09-1982
Nationality :	Indian
Sex :	Male
Marital Status :	Married
Passport No :	M0805171
Date of Issue :	09-09-2014
Date of Expire:	08-09-2024

DECLARATION

I declare that the above statement is true to the best of my knowledge and belief.

Feel free to contact me directly should you require any further information and references