



**MAHAMMAD
NOUSHAD**

ACCOUNTS EXECUTIVE

PERSONAL INFO

Date of Birth: 14-07-1998

Place of birth: Mangalore, Karnataka, India.

Nationality : Indian

Marital Status: Single

Driving License: Indian LMV

Mobile no. +91-8904894474

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PERSONAL PROFILE

Accurate and immensely motivated Finance student. Highly skilled at generating and analyzing financial reports, leading cash flow analysis, and worked alone as an Accountant. Possessing analytical skills and having an extensive knowledge of multiple accounting software programs, tools and processes. Having the ability to work in a team and also with-in a fast paced environment.

Seeking a suitable position in Accounts & Finance with a reputed organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

SKILLS

- Superior knowledge of accounting.
- Communications abilities
- Observational skills
- Cash & bank transaction management
- Collaboration & teamwork & solo work
- Managing, Supervising, Handling consignments
- Microsoft Office Packages
- Conversation with Email, Telephonic, Zoho.
- Driving.

EDUCATION BACKGROUND

DIPLOMA IN COMPUTER FINANCIAL ACCOUNTING

- Tally ERP
- Microsoft Office(word, excel, powerpoint)
- Payroll
- Typing

PUC/12TH

- Government pre university college(2015-2016)

SSLC / 10TH

- Government SchoolKonaje Padav
- 1st to 10th went to Konaje padav.

WORK EXPERIENCE

STEELKRAFT HOSPITALITY PVT LTD.

Bangalore, Karnataka - 560048.

Accounts Executive

- Joined on June 2022 - Currently working
- Handling company accounts bill, making sales & purchase bills.
- Making sales bill with E-way.
- Making vouchers for cash flow.
- Credit & Debits bank transactions handling.
- Bank reconciliation of company.
- Monthly creating salary statements of all works including PF, ESI, Deductions.
- Making payments by RTGs, Online transaction, cheque payments & receivable.
- Credit & Debit notes.
- Coordinating with chartered accountant with monthly, quarterly & annually calculation & if their any other requirements.
- Daily petty cash & payments received & paid updates mailing to the higher authority's in excel format.
- Received and sold items bills are filling & keeping them safely.
- Taking care of office expenses.

WORKING AS AN PURCHASE EXECUTIVE

- When materials required for manufacturing i have to contact the seller and talk about materials and price of the material.
- Creating Proforma Invoice (PI), Purchase Invoice (PO), Delivery Callahan (DC).
- Conversation regarding material quality, price, dispatch date.
- And also i have to update the purchaser about the materials dispatch details.
- I have to update this matters to higher authority,

SUPER MARKET

Mangalore

BILLING & CASHIER

- Joined on October 2021 - May 2022
- Handling cash & billing counter.
- Updating day to day activity's.

SEALINE EXPORTS

Mangalore, Karnataka - 575002

Accounts Executive

- Joined on April 2020 - August 2021
- Handling company accounts bill, making sales & purchase bills.
- Making sales bill with E-way.
- Making vouchers for cash flow.
- Credit & Debits bank transactions handling.
- Making payments by RTGs, Online transaction, cheque payments & receivable.
- Bank reconciliation of company, M.D sir current & personal bank account.
- Coordinating with chartered accountant with monthly, quarterly & annually calculation & if their any other requirements.
- Daily petty cash & payments received & paid updates.
- Received and sold items bills are filling & keeping them safely.
- Taking care of office expenses.

WORKING AS AN PURCHASE EXECUTIVE

- Creating Proforma Invoice (PI), Purchase Invoice (PO), Delivery Callahan (DC).
- Conversation regarding material loading, delivery date,
- I have to update this matters to higher authority.
- Collecting sample and sending to lab for quality check.sending the report to M.D.

YNEPOYA MEDICAL COLLEGE HOSPITAL

Derlakatte - 575018

Medical Records Departments

- Joined on November 2019 - March 2020
- Worked as a Records room staff maintaining patients medical reports on daily.
- worked a computer updating on systems.

ONLINE WORK

Data Entry WORK

- Worked 2 Years on online job.
- Work from home.

SKILLS

- Managing, Supervising, Handling consignments.
- Accounting packages– Tally ERP, Internet and Email Applications.
- Microsoft Office Packages – Word, Excel, PowerPoint.
- Managing the computers applications.
- Planning and organizing.
- Teamwork and solo work.
- Highly Focus on Accounting & Management work.
- Smart appearance and Presentable.
- Leading in success of organization.
- Handling the time periods.

LANGUAGE KNOWN

- English
- Hindi
- Tamil
- Malayalam
- Kannada

DECLARATION

I HEREBY DECLARE THAT THE ABOVE MENTIONED INFORMATION AND PARTICULARS ARE CORRECT UP TO MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE SAME.

HOPE FOR GOOD