

# MOHAMMED MUJAHID PASHA

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Total exp:8+years



## CURRICULUM VITAE

### CAREER OBJECTIVE

To work in a challenging environment that best utilizes, the knowledge and skills acquired by me in the field of Accounting, Taxation and give me an opportunity to contribute towards the organizational Goals and also to enhance my skills.

### EDUCATIONAL QUALIFICATION

**UNIVERSITY** : Osmania University Hyderabad. INDIA. (2010 to 2012)  
**Course** : Master of Commerce.  
**UNIVERSITY** : Kakatiya University Warangal INDIA.(2007 to 2010)  
**Course** : Bachelor of Commerce & Computers (B. Com, Computers)

### COMPUTER SKILLS

**Accounting Software** : SAP-FICO, Tally ERP 9, Peachtree & QuickBooks.  
**Applications** : MS Word & MS Power Point, MS-Access ,Advanced MS Excel skills Vlookup & Hlookup Pivot Tables, MIS Report.

### WORK EXPERIENCE GULF (QATAR)

**Company Name** : MAJD QATAR CONTRACATING (DOHA QATAR)  
**Sub Branch** : HIGH PERFORMANCE CAR (SPARE PARTS.COMPANY)  
**Durations of work** : Jan 2013 to Dec 2015  
**Designation** : Junior Accountant.  
**Programe** : **QUICK BOOKS**

- ✓ Manage all accounting transactions and financial reports, performing account reconciliations, maintaining the general ledger.
- ✓ Maintains and updates of daily delivered and pending invoice
- ✓ Preparing payments by verifying documentation, and requesting disbursed.
- ✓ Preparation of vouchers for all expenses with all supporting documents.
- ✓ Receive payment by cash, cheque, credit cards. Accurately perform daily reconciliations of cash, cheque and credit card.
- ✓ Collect returned goods from clients and adjusted amount In the invoices

#### PETTY CASH

- ✓ Preparation of journal entries for all expenses with all supporting Documents.
- ✓ Ensuring that each transaction is allowable and for the purpose for which the fund was authorized.
- ✓ Maintain proper records on every transaction and reconciliation; and validate original receipt, signatures, IDs of recipient and its purchase allowance.

#### PAYROLL

- ✓ Processed payroll for approximately 96 total employees
- ✓ Evaluated employee expenses reports and verified accuracy.
- ✓ Balanced reports to submit for approval and verification.

### **ACCOUNTS RECEIVABLE FUNCTIONS**

- ✓ Monitors aging of receivables and updates payments status.
- ✓ Send mails for payment reminders and follow-up/phone calls.
- ✓ Tracks overdue invoices and escalates payment issues to customer's finance department, and financial director accordingly to the managing director if needed.
- ✓ Send weekly and monthly statement of accounts to customers
- ✓ Updating inventory count and maintaining inventory records to share with management
- ✓ Maintains customer confidence and protects operations by keeping financial information confidential. Receive payment by cash, cheque, credit cards.
- ✓ Contribute to a strong client relationship through positive interactions with client personnel.

### **ACCOUNTS PAYABLE FUNCTIONS**

- ✓ Review invoices and cheque requests.
- ✓ Prepares set up invoices for payment.
- ✓ Making payments for the supplier. Cash or cheque
- ✓ Keeping up to date vendor ledger.
- ✓ Resolve invoice discrepancies
- ✓ Corresponds with vendors and respond to inquiries
- ✓ Maintains and updates useful trackers
- ✓ Monthly payment allocation and settlement of supplier payment.
- ✓ Communicate with Manager / Director on work status and client issues that arise

### **BANK RECONCILIATION**

- ✓ Perform daily or weekly deposit verification and general ledger reconciliation.
- ✓ Ability to identify errors in the accounting records of the company.
- ✓ Complete monthly bank reconciliation in the accounting system

### **VALUE ADDED TAX- VAT**

- ✓ Dealing with the preparation and submission of VAT returns on quarterly basis
- ✓ Preparing and filing of VAT returns periodically, without fail
- ✓ Providing advice on tax planning and VAT.

### **WORK EXPERIENCE INDIA**

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**Company Name** : Chartered Accountant MR.D.NIRANJAN CHARY(Karimnager)  
**Durations of works** : May 2016 to Dec 2018  
**Designation** : Assistant Accountant.

#### **DUTIES RESPONSIBILITIES:**

- ✓ Post and process journal entries to ensure all business transactions are recorded.
- ✓ Prepare the complete accounting cycle, including opening, posting entries and closing of
- ✓ Prepare and submit weekly/monthly reports.
- ✓ Prepare vendor Cheques for mailing & manual Cheques of accounts payable.
- ✓ Maintain updated vendor files and file numbers & Print and distribute monthly financial reports
- ✓ Maintaining a computerized and manual accounting.
- ✓ Preparing a trail balance statements & profit and loss account & Balance sheet
- ✓ .Preparing a final statement of accounts payable, accounts receivable. ..
- ✓ Strong MS Office skills ability to work independently. Excellent listening & presentation abilities.
- ✓ Cooperate with management in performing duties related to administration in office.
- ✓ Complete end of month close procedures.
- ✓ Assist Senior accountants in the preparation of monthly/yearly closings.

## WORK EXPERIENCE INDIA

**Company Name** : REUSSI INTERNATIONAL TRADING COMPNAY (HYD, INDIA)

**Durations of work** : JAN 2019 TO DEC 2022

**Designation** : Accountant

**PROGRAME** : Tally-Erp9, Tally-Prime

### Duties and Responsibilities:

- ✓ Preparing Journals entry and journal ledger and posting.
- ✓ All accounting & Book keeping activities are performed by an Independent accountant.
- ✓ All accounting documents are update and verified.
- ✓ Provides financial information to management by researching and studying accounting data
- ✓ Staff control, Account control, Daily accounts tasks
- ✓ Providing various reports to management, sales report, commission report, Accounts Receivables, Payables, Accrued Expenses and fixed Asset Schedule .weekly/monthly.
- ✓ Processing employee Expenses and storing invoice.
- ✓ Proven track record in purchasing the product.
- ✓ All accounting entries passed such as purchase bill, sales invoices, expense bill entry, Petty cash vouchers.
- ✓ Preparation of payroll by tally-erp9 software, benefits to employees as per company rules.
- ✓ Maintained cash book, daily transaction, bank book, debtor's ledger, creditor's ledger and all other subsidiary books of accounts .and administration activites.
- ✓ Secures financial information by completing data base backups.
- ✓ Prepare and submit weekly/monthly/yearly reports
- ✓ Preparation of P&L and Balance Sheet Monthly.

### AREA OF SPECIALIZATION : SAP SKILLS FINANCIAL ACCOUNTING

Creation of G/L Masters, Cash Journals, House banks and Maintaining Field Status Variant Posting Keys, Defining Fiscal year variant, Posting periods, Tolerance groups, Document types and number ranges ,Defining Interest Calculation Types, Defining Reference interest rates, Assigning Accounts for Automatic Posting for Interest Calculations Settings for foreign currency valuation (fluctuations in exchange rates) Creation of Customer/Vendor Accounts Groups, Number Ranges, and Customer/ Vendor Masters Creation Configuring Automatic Payment Program and Dunning for Vendors/Customers Configuring Input/Output Tax and Withholding Tax.....

## PERSONAL INFORMATION

Civil Status	:	Married
Nationality	:	Indian
Gender	:	Male
Visa Status	:	Visit visa
Language Know	:	English,Hindi,Telugu,Urdu.
Hobbies	:	Reading,Traveling,Playing Cricket
Strength	:	Hardworking,Self-Confident.
Passport No	:	N0817939
Visa Status	:	Visit Visa
Expire Visa	:	10-04-2023

I hereby declare that all the above information in this resume is true and correct to the best of my knowledge and belief.

**MOHD MUJAHID PASHA**