



MOHAMMAD JABER

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Al - Ghubaiba (DUBAI)

OBJECTIVE

To Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

Jul-2021
- Aug-
2022

- **Computer Operator**
Al-KHAIR Communication
 - Online Application Submission.
 - E-Sewa Services Application.
 - Providing online examination services.
 - ID card Services
 - Excellent Customer Service

Sep-2022
- Oct
-2023

- **Accountant**
SAAD AGENCIES
 - Managing all transactions
 - Preparing ledgers and book keeping
 - Managing accounts receivable and payable
 - Inventory Management and risk management
 - Reconcile of Bank Statements
 - ERP 9 and Peachtree.

EDUCATION

2018

- **Bachelor of Commerce**
Telangana University
75%

2015

- **Intermediate**
Govt Junior College
73%

2021

- **MBA in Finance**
Telangana University
75%

SKILLS

Microsoft Office

100%

Tally, Peachtree

100%

Preparing profit & loss

100%

Preparing Balance sheet

100%

Diploma in Computer Application
(DCA)

100%

PROFESSIONAL CERTIFICATION

- Financial Accounting from American Accounting School in 2018.
- MS Office from ICSS Computer Training and Software in 2015.

INTERESTS

- Travelling
- Playing cricket
- Reading
- Swimming

LANGUAGES

- English
- Hindi
- Telugu
- Urdu

ADDITIONAL INFORMATION

- Nationality : INDIAN
- DOB : 02/07/1997
- Passport No : V4575615
- Passport Issue : 24-11-2021
- Passport Expire : 23-11-2031
- VISIT VISA EXPIRE : 08-Feb-2024

DECLARATION

- I hereby declare that all the information given above is true and correct to the best of my knowledge.