



# Mohsin Ahmed Moholkar

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing level of responsibility.

## Personal Details

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**Email** [mohsin1moholkar@gmail.com](mailto:mohsin1moholkar@gmail.com)

**Address :**  
**18, Sakhar peth solapur-413005**

**Passport Details – T4381647**

**Valid Untill - 21/4/29**

**Visa - Currently on visit Visa Valid until  
26 March 2024**

**Master of Business Administration Finance  
and Marketing**  
June 2019

**Bharti vidyapeeth University / Abhijit  
kadam institute solapur , India**

**Bachelor of commerce**  
September 2017

**Higher Secondary School**  
March 2014  
Pune Board/  
S.S. A Arts and Commerce School & Jr College  
Solapur India

## Skills

- Microsoft skills,Excel
- Tally ERP
- Time management
- SAP,Oracle
- Quick Book,
- English Typing
- Customer service
- communication

## Language

**English , Hindi ,Urdu,  
Marathi**

## Experience

### July 2022- November 2023

Shri Om Sai -Solapur Maharashtra India

### Cashier and accounts

1. Registers sales on a cash register by scanning items,itemizing and totaling customers purchases.
2. Resolves customer issues and answer question.
3. Process return transaction.
4. Posting journal entries, updating financial statements and record the cash Balance.
5. Invoice processing, bank reconciliation and two way matching.
6. Recording Journal entries and reconcile the account.

### December 2020 - June 2022

Situs Amc - Pune India

### Accounts and admin assistant

1. Invoice processing and bank reconciliation.
2. Creating a financial statement and balance sheet.
3. Prepare Bank reconciliation.
4. Attending clients calls, Emails and maintain the account.

### July 2019- December 2020

Sarfraz Y Shaikh - Solapur Maharashtra India

### Junior Accountant

1. Recording Purchasing and Selling Entries and maintain the profit & Loss and Balance sheet.
2. To Record the Bank Statement entries and sales report.
3. Calculate of Vat amount and maintain financial report.

## Reference

Reference will be provided on Request