

# MOHD MUJAHID

Passport No- U9916674 | Place of Issue- Lucknow, Uttar Pradesh, (India) | Date of Issue- 26/04/2021 | Expiry- 25/04/2031  
Mohdmujahid586@gmail.com | 0506055065 | Al Ain, United Arab Emirates



## Summary

Detail-oriented accounting assistant bringing several years of experience in the accounting landscape. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance.

## Skills

- Account evaluation
- Financial record balancing
- Collections and invoice processing
- Accounts receivable management
- Billing assistance
- Journal entries
- Proficient in (Excel)

## Experience

**Junior Accountant** | Zuri By Mk - New Delhi, India | 11/2023 - 12/2024

- Posted financial data in Excel spreadsheets and managed inventory.
- Reconciled expenses and financial records.
- Maintained and reconciled general ledger accounts.
- Maintained general ledger accounts and conducted routine entries and reconciliations.
- Gathered banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Processed journal entries to record transactions accurately.

## Education and Training

Indira Gandhi Open University | New Delhi | 12/2023

**Bachelor of Commerce:** Accounting and Finance

Indira Gandhi Institute | New Delhi | 11/2023

**Advance Dipolma In Computer Application & Desktop Publishing:** Accounting and Finance

Janta Inter College | Nanadawon Azamgarh | 04/2018

**Intermediate**

Janta Inter College | Nandawon Azamgarh | 05/2016

**High School**

## Languages

**Hindi:** First Language

**Urdu:**

Proficient (C2)

**C2**

**English:**

Upper Intermediate (B2)

**B2**