

# MOHD. SALAUDDIN

+91 -8374595679 (INDIA)

Email: [sallaabbu@gmail.com](mailto:sallaabbu@gmail.com)

INDIA



## CAREER OBJECTIVE:

Seeking a position to pursue career in a professionally managed organization, this would give an opportunity to use potentials to the fullest with sincerity and dedication

## WORK EXPERIENCE:

- |                  |   |  |
|------------------|---|--|
| <b>Company</b>   | : | <b>SURESH TEXT-TILES INDUSTRY</b>          |
| <b>Position</b>  | : | <b>Accountant</b>                          |
| <b>Duration</b>  | : | <b>June, 2020 to Sep 2024</b>              |
| <b>Location</b>  | : | <b>Hyderabad (India)</b>                   |
| <b>Company</b>   | : | <b>UNIVERSAL COLD STORAGE</b>              |
| <b>Position</b>  | : | Accountant/ Cashier                        |
| <b>Duration</b>  | : | Aug, 2017 to Oct, 2019                     |
| <b>Location</b>  | : | Dammam-(KSA-Kingdom of Saudi Arabia)       |
| ✓ <b>Company</b> | : | <b>APSRTC HIRE BUSES</b>                   |
| <b>Position</b>  | : | Accountant cum Supervisor                  |
| <b>Duration</b>  | : | Jan, 2012 to Feb, 2014                     |
| <b>Location</b>  | : | Hyderabad-INDIA                            |
| ✓ <b>Company</b> | : | <b>A.P STATE HOUSE CORPORATION (APSHC)</b> |
| <b>Position</b>  | : | Working Inspector                          |
| <b>Duration</b>  | : | March, 2007 to Aug, 2009                   |
| <b>Location</b>  | : | Hyderabad-INDIA                            |
| ✓ <b>Company</b> | : | <b>RELIANCE ENFORCES</b>                   |
| <b>Position</b>  | : | Accounts Auditor                           |
| <b>Duration</b>  | : | 2006 to 2007                               |
| <b>Location</b>  | : | Hyderabad-INDIA                            |

## Duties and Responsibilities:

- ✓ Checking purchase invoice , sales invoice, and passing entry in Microsoft Navision
- ✓ Maintaining Petty cash.
- ✓ Closing PDT and checking invoices and receipts and collecting cash from the salesman.
- ✓ Making payment and receipt vouchers and posting it appropriate general ledgers.
- ✓ Reconciling the customer Ledgers and sending monthly statements to them for payment.
- ✓ Generated financial statements and facilitated account closing procedures each month.
- ✓ Calculating overtime and commission of employees
- ✓ Reconciling bank ledger
- ✓ Making collection report and follow up for overdue payments.
- ✓ Verify, allocate, post and reconcile accounts payable and receivable
- ✓ Produce error-free accounting reports and present their results
- ✓ Analyze financial information and summarize financial status
- ✓ Spot errors and suggest ways to improve efficiency and spending
- ✓ Provide technical support and advice on Management accountant
- ✓ Review and recommend modifications to accounting systems and procedures
- ✓ Manage accounting assistants and bookkeepers
- ✓ Participate in financial standards setting and in forecast process
- ✓ Provide input into department's goal setting process

## **EDUCATIONAL QUALIFICATION:**

- ✓ Bachelor of Commerce (B.com) from GOVT. DEGREE COLLEGE YELLANDU,-(Khammam Dist) Hyderabad-INDIA 1998 TO 2001
- ✓ Higher Secondary Educational Certificate from-(Hyderabad-INDIA)

## **COMPUTER SKILLS:**

- ✓ Tally, Peachtree Accounting Software
- ✓ ADCEF- Advanced Diploma in Computerized Financial Accounting
- ✓ M/s Office, Excel & PowerPoint
- ✓ Internet Using & Email
- ✓ Others Basic Computer Knowledge

## **SKILLS:**

- ✓ Good Communicational and interpersonal Sills
- ✓ Hard working Team Leader
- ✓ Very Energetic result oriented and organized.
- ✓ Health & Safety Systems
- ✓ Written Communication
- ✓ Have a high respect for customer's service.
- ✓ Always keep on smiling under pressure.
- ✓ Extremely hardworking self motivated and able to work independently.

## **PERSONAL DETAILS:**

- ✓ **Father's Name** : MOHD. QUAMRUDDIN
- ✓ Nationality : Indian
- ✓ Date of Birth : 12<sup>th</sup> June, 1978
- ✓ Gender : Male
- ✓ Religion : Muslim
- ✓ Marital Status : Married
- ✓ Language Known : English, Hindi & Urdu (**Arabic**)

## **PASSPORT DETAILS:**

- ✓ Passport No. : N 0884682
- ✓ Date of Issue : 14<sup>th</sup> July, 2015
- ✓ Date of Expire : 13<sup>th</sup> July, 2025
- ✓ Place of Issue : Hyderabad-INDIA

## **DECLARATION:**

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

  
**MOHD. SALAUDDIN**