MOHAMED MARZUK
MBA (FINANCE & MARKETING)

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📍 U.A.E

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EDUCATION

◆ Bachelor of Commerce (B.com)
Bharathidasan University - 2020

◆ Finance and Marketing (MBA)
Bharathidasan University - 2022

PERSONAL DETAILS

DOB   : 08-01-1999
Marital status : Unmarried
Nationality : Indian
Visa status : Visit Visa

SKILLS

◆ Book Keeping
◆ Reconciliation
◆ Petty cash management
◆ Account Receivables
◆ Accounts Payables

TECHNICAL SKILLS

◆ Tally ERP 9
◆ MS office
◆ Power BI
◆ Financial Analysis

LANGUAGE SKILLS

◆ Tamil
◆ English

PROFILE SUMMARY

Seeking a position as a Finance Professional in a fast-paced, high-growth organization where I can utilize my knowledge of financial analysis, accounting, and budgeting to maximize profitability and contribute to the organization's success.

WORK EXPERIENCE

Finance Executive   **From 12th Aug 2022 to**

Shanmugam Associate - Kumbakonam **21st Feb 2023**

ROLES AND RESPONSIBILITIES

◆ Booking the invoice with respective GL as per SOP.
◆ Handling Petty Cash Voucher.
◆ Preparing Bank Reconciliation.
◆ Internal Checking of All Relevant Documents.
◆ Day to Day accounting data entry in the
  Maintain up-to-date confidential client files.
◆ Preparation of Daily & Monthly Reports.

PROJECT

INTERNSHIP
◆ A report on major functional area of Honda

MAIN PROJECT
◆ As a required of summer internship project in post-graduation,
◆ "A study on customer satisfaction on the brand Allen Solly in Trichy city"

CERTIFICATON

◆ Tally ERP 9 + GST
◆ Supply Chain Analytics - IIT ROORKEE
◆ Value Added Courses for Import and Export procedure.
◆ Leap academic outbound training
◆ Microsoft Excel for Finance, Accounting & Financial Analysis - Udemy
◆ Power BI Financial Reporting & Financial Analysis - Udemy

ACTIVITIES

LEO CLUB
Certificate for participate successfully in Leo PST schooling.
I had been treasurer behalf of Leo club.

INTELLECTOR
I had been on organizer of quiz competition.
I had participate in best management team.

DECLARATION
I hereby declare that the information furnished above is true to the bestof my