



# MOHAMMED ALEEMUDDIN

ACCOUNTS EXECUTIVE • NIZAMABAD, 503185, INDIA • +91 9704680670

## ◦ DETAILS ◦

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dist. nizamabad  
NIZAMABAD, 503185  
INDIA  
+91 9704680670  
[aleem2\\_uddin@yahoo.com](mailto:aleem2_uddin@yahoo.com)

Date / Place of birth

12/01/1983

Bodhan,

dist.Nizamabad,Telangana, india

Nationality

INDIAN

Driving license

two wheeler/four wheeler

## ◦ SKILLS ◦

Microsoft Office

Critical thinking and problem  
solving

Ability to Work Under Pressure

Computer Skills

Fast Learner

Financial Management

Microsoft Excel

Effective Time Management

Communication Skills

GST Filing

## ◦ LANGUAGES ◦

ENGLISH

URDU

TELUGU



## PROFILE

Experienced Accounts Executive with a proven track record of success in financial management and reporting. Skilled in Microsoft Excel, Microsoft Office, and effective time management. Strong communication skills and ability to work collaboratively in a team. Proficient in GST filing, IT filing, and TALLY. Demonstrated expertise in bookkeeping and financial reporting. Accomplished in managing accounts payable and receivable, ensuring accuracy and timeliness. Efficiently handles tax filings, including TDS filing. Adept at utilizing computer skills to streamline processes and improve efficiency. Committed to delivering high-quality work and meeting deadlines. Seeking a challenging role as an Accountant to contribute my skills and experience in financial management.



## EMPLOYMENT HISTORY

### ACCOUNTS EXECUTIVE at Gupta &co Tax Consultant, Hyderabad, Telangana, India

June 2019 — November 2023

As an ACCOUNTS EXECUTIVE at Gupta &co Tax Consultant, I have gained extensive experience in managing financial transactions, preparing financial statements, and analyzing financial data. Utilizing my skills in Microsoft Office, Microsoft Excel, and Microsoft PowerPoint, I have effectively communicated financial information and collaborated with team members to ensure accurate and timely reporting.

- Managed financial transactions and maintained accurate financial records.
- Prepared and analyzed financial statements using Microsoft Excel.
- Collaborated with team members to streamline accounting processes and improve efficiency.
- Utilized my analytical thinking skills to identify and resolve financial discrepancies.
- Communicated financial information to clients and stakeholders.

### Accounts Assistant at Jayent Trading Company Hyderabad, Telangana, India

February 2016 — November 2018

Worked as an Accounts Assistant at Jayent Trading Company, where I gained practical experience in various accounting tasks. Utilizing my skills in Microsoft Office and Microsoft Excel, I assisted in financial record-keeping, prepared financial reports, and supported the accounting team in day-to-day operations.

- Assisted in financial record-keeping and maintained accurate financial records.
- Prepared financial reports using Microsoft Excel.
- Collaborated with team members to ensure the accuracy and completeness of financial data.
- Supported the accounting team in day-to-day operations.

### Accounts Trainee at Institute of Practical Accountancy (IPA), Hyderabad, India

January 2014 — July 2015

Worked as an Accounts Trainee at the Institute of Practical Accountancy (IPA), where I gained valuable hands-on experience in accounting principles and processes. I assisted in financial record-keeping, prepared financial reports, and supported the accounting team in various tasks.

- Assisted in financial record-keeping and maintained accurate financial records.

- Prepared financial reports and statements.
- Supported the accounting team in various tasks.
- Gained practical experience in accounting principles and processes.



## EDUCATION



**Master of Business Administration {M.B.A}, Sri Indu Institute of Management&Technology Hyderabad,**

**Bachelor of Commerce {B.COM}, Badruka College of Commerce, Kachiguda, Hyderabad**