

MOHAMMED DAWOOD

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Objective

A result-oriented accountant seeking to offer knowledge in account management and efficiency enhancement, with one year of experience in financial reporting, ledger administration and cost account preparation

Education

MASTER OF BUSINESS MANAGEMENT **2023**

[MBA IN FINANCE AND HUMAN RESOURCE]

DIPLOMA IN COMPUTER APPLICATION **2021**

BACHELOR OF COMMERCE **2020**

Skills & Abilities

- **Accounting Software Proficiency:** Experience with tools like QuickBooks, tally and Excel.
- **Financial Analysis:** Ability to analyze financial data and provide insights for decision-making.
- **Attention to Detail:** Strong focus on accuracy and thoroughness in financial reporting
- **Communication:** Excellent verbal and written skills for conveying financial information
- **Team Collaboration:** Ability to explain financial information clearly to non-financial stakeholders.
- **Record Keeping:** Strong organizational skills for maintaining accurate financial records.

Experience

- Worked as Assistant in Accounts Department at TRAVEX T&T [1 year]
- The Academic internship on FINANCE which was held at NATIONAL ENTERPRISE
- Project on IMPACT OF PERFORMANCE APPRAISAL AND JOB SATISFACTION at MAAX HOSPITAL

Language known

English
Hindi
Malayalam
Kannada

Personal Information

Name : Mohammed Dawood
Date of birth : 10 may 1999
Nationality : Indian