

CONTACT

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☎ +91 7550313416
📍 Madurai, Tamilnadu, India

SKILLS

MS OFFICE
WINDOWS 10
TALLY ERP 9.0 , QUICK BOOKS,BUSY

LANGUAGES

ENGLISH ● ● ● ● ●
TAMIL ● ● ● ● ●

PERSONAL SKILLS

Creativity
Problem Solving
Teamwork Skills

PEER MOHAMED

SENIOR ACCOUNTANT



SUMMARY

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data.

EXPERIENCE

Senior Accountant Jun 2015 - Present
Ruby Paint Pvt Ltd

- Prepare Tax Invoice, Delivery challan, Packing list, E Way Bills & other dispatch documents. Collect Lorry Receipts from Transporters and check all details as per instruction Dispatch details send to our customer, our representative and head office through mail daily.
- Prepared Bank reconciliation every month
- Keeping record of payment & receipts.
- Handle petty cash.
- Reconciled accounts and created documents for monthly closure procedures.
- Updated general ledger with latest entries.
- Drafted variance reports, regulatory filings and related schedules.
- Physical verification of stock every month and prepare statement.
- Preparing & Filing GST Return (GSTR 1).
- **BUSY, Tally ERP** Bank Reconciliation .
- MIS Excel , Import & Export (Custom Invoice, Packing List)
- Day to day store activity
- Prepare Stock inventory & stock report
- Monthly stock checking.
- Inward material all documents and material packing checking properly.
- In ward material quantity checking as per PO.
- Responsible for entire Creditor's & Debtor's accounting

Accountant Mar 2014 - May 2015
Fhyzics Business Consultants Pvt Ltd

- Preparing of Cheques and NEFT entry into accounting systems.
- Preparation of Bank Reconciliation Statements and MIS reports.
- Verification of vouchers and involved in auditing.
- Maintaining the books of accounts up to finalization.
- Preparation and online filing of the income Tax, TDS .
- Preparation of Monthly returns and filing Of ST And PT
- Preparation and finalization of Accounts, preparation of Financial Statements.

- Debtors and Creditors balance reconciliation.
- Preparing of Cheques and entry into accounting systems.
- Preparation of Bank Reconciliation Statements and MIS reports.

Accounts Executive

Dec 2011 - Feb 2014

PECHAN CHARITABLE TRUST

- Responsible for entire Accounting / Document Management and clerical jobs of the company.
- Recording of expenses & Purchases and materials delivery.
- Analyze cash flow and suggest effective method to increase the profitability of the organization.
- Keep and track all company related documents like, Proposals, Purchase orders

Processing Officer

Apr 2010 - Nov 2011

CAMS (Computer Age Management Services) Pvt Ltd

- Responsible for to import the NAV (Net Asset Value).
- To post the all financial & Non financial transaction.
- Make sure about the regular requirement of NAV of All Schemes.
- Provide education to Investors about the Available Schemes.
- Responsible for providing financial transaction efficiency and quality to Investors.
- Solve the Query About the Investors.
- To send the controls to AMC (Asset Management Company)

Process Executive

Sep 2006 - Jul 2009

TBS (Trayee Business Solutions) Pvt Ltd

- Write a Test script on Credit card Modules (CMS) using Vision plus 8
- Execute Test script
- Error report sent to Testing Team.
- Participated WHIRL TEST (Vision plus 8) conducted by HSBC at Mumbai.
- Good knowledge in Vision plus Platform in Cards Domain.
- Experience on Credit card process like
 - BT (Balance Transfer)
 - LOP (Loan on Phone), Write- off, Block Code, COA (Change of Address)
 - Card Replacement process, SI (Standing Instruction), BC (Billing Cycle)

EDUCATION

B.E (CSE)

May 2001 - May 2005

SYED AMMAL ENGINEERING COLLEGE

PERSONAL DETAILS

Father's Name : Mohamed Ismail
 Date of Birth : 17th June 1984
 Nationality : Indian
 Marital Status : Married
 Passport No : V5593327
 Valid Up : 20/02/2032