



K.Mohamed Ibrahim



Personal Details

DOB : 29/05/1990

Nationality : Indian

Status : Male/Married

Passport No : Z7266868

(Valid Upto 21.06.2033)

Driving License : Light vehicle / TN81 20130 003101 **(India/Valid Upto 17.12.2033)**



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Strengths/Skills

- ▶ Accounting and Finance
- ▶ HR related works
- ▶ Office Administration
- ▶ Strong inter- personal and communication skills
- ▶ Data Entry Management

Abride

To work for an organization with dedication, commitment and empathetic approach through a genuine desire to assist in demanding situation and challenging environment for growth opportunities. Productive, dynamic and ambitious individual seeking a challenging position to meet my competencies capabilities, skills education and experience.

Objective

Productive, dynamic and ambitious individual seeking a challenging position in **Finance / Accounts / HR / Administration Management.**

Career Graph (Since November 2013)



Sri Sai Cars Co., Tiruchirapalli, India

Sri Sai Cars Co., in Tiruchirapalli, Tamil Nadu, India, is one of a concerns selling and buying used cars. They also arranging all types of finance from various banks to customers.

Job Profile

As an Accountant (Since January 2023)

Duties and Responsibilities:

- Responsible for General accounting on day to day basis and Bank reconciliation.
- Preparation of book of accounts up to finalization of Balance Sheet.
- Responsible for Independent handling of Vendor Invoice, Vendor Payment, Customer Payment, Journal, Contra, Bank and Cash Entries.
- Responsible for Administrative Cash handling and voucher preparation Cheque Payment Entries Posting and Petty Cash reconciliation every month.
- Responsible for GST, VAT, Service Tax and TDS (Tax Deducted At Source) etc.
- Preparing different types of reports such as Delivery summery report, Daily pending & cancelled orders report, GRV report, Hauling report etc.

- ▶ Deadline-Oriented
- ▶ Time Management
- ▶ Ability to easily understand new concepts with minimum refractory time
- ▶ Leadership Skills
- ▶ Self-motivated professional
- ▶ Inventory management
- ▶ Space Management
- ▶ Superior attention to detail
- ▶ Delivery planning
- ▶ Finished Goods Dispatch Plans
- ▶ Packing Materials Stocks/Ordering Plans



Casid Pharmaceuticals Pvt Ltd., Tiruchirapalli, India

Casid Pharmaceuticals Pvt. Ltd., in Tiruchirapalli, Tamil Nadu, India, is a pharmaceutical manufacturing and marketing company. The company products are available in Oral Solids, Oral Liquids and Topical dosage forms. Driven by value based business operations, the company's products are known for consistent quality and ethical promotion.

Job Profile

As a Sr.Executive - Finance / HR / Admin. (From December 2021 To December 2022)

Duties and Responsibilities:

- Responsible for General accounting on day to day basis. Ensuring periodical reconciliation of Bank accounts, Accounts receivable, Accounts payable and Journal vouchers.
- Responsible for Independent handling of Vendor Invoice, Vendor Payment, Customer Payment, Journal, Contra, Bank and Cash Entries. Responsible for GST, VAT, Service Tax, TDS and ESI etc.
- Responsible for Administrative Cash handling and voucher preparation Cheque Payment Entries Posting and Adjustment of JV's.
- Preparing periodic financial statements for relevant business unit. And preparation of book of accounts up to finalization of Balance Sheet.
- Ensuring company's assets recorded in ERP and Fixed Asset Registers are accurately recorded and maintained. Ensuring accuracy of inventory reports.
- Preparing monthly payroll and ensuring monthly salaries are distributed on time.
- Supporting the external audit process and interfacing directly with external auditor.
- Supporting the unit team with the preparation of annual budgets and forecasts and monthly reporting of performance against projections.



Al Maha Printers & Stationery LLC, Sultanate of Oman

Al Maha Printers & Stationery LLC, Sultanate of Oman based in Muscat (Sultanate of Oman), part of **Suhail Bahwan Group of Companies.** Al Maha NMWC is the one of the Leading and growing Printers in Oman, BOPP, PVC labels, Catch covers, Envelops, Posters, Speciality Printing works and has strong presence in the Market.

Job Profile

As an Executive - Finance / HR / Admin. (April 2017 To May 2021)

Duties and Responsibilities:

- Responsible for General accounting on day to day basis. Ensuring periodical reconciliation of Bank accounts, Accounts receivable, Accounts payable and Journal vouchers.
- Responsible for Independent handling of Vendor Invoice, Vendor Payment, Customer Payment, Journal, Contra, Bank and Cash Entries. Responsible for VAT, Service Tax and TDS etc.
- Responsible for Administrative Cash handling and voucher preparation Cheque Payment Entries Posting and Adjustment of JV's. Monitoring cash flow forecasting for the relevant business unit and supporting line Managers in Management of cash resources.
- Preparing periodic financial statements for relevant business unit. And preparation of book of accounts up to finalization of Balance Sheet.
- Ensuring company's assets recorded in ERP and Fixed Asset Registers are accurately recorded and maintained. Ensuring accuracy of inventory reports.
- Preparing monthly payroll and ensuring monthly salaries are distributed on time. Supporting the external audit process and interfacing directly with external auditor.
- Supporting the unit team with the preparation of annual budgets and forecasts and monthly reporting of performance against projections.



TRICHY CONSTRUCTION COMPANY
ENGINEERING CONTRACTORS

Trichy Construction Company (Engineering Contractors), Tiruchirapalli, India

Trichy Construction Company in Tiruchirapalli, Tamil Nadu, India, is one of the leading engineering and civil works contract companies and operating Petrol pumping stations. Also known for Building Materials, Hardware Dealers, Pipe Dealers, Paints Dealers, Cement and Tiles Dealers.

Job Profile

As a Sr.Accounts Executive (December 2015 To March 2017)

Duties and Responsibilities:

- Responsible for General accounting on day to day basis and Bank reconciliation.
- Preparation of book of accounts up to finalization of Balance Sheet.
- Responsible for Independent handling of Vendor Invoice, Vendor Payment, Customer Payment, Journal, Contra, Bank and Cash Entries.

- Responsible for Administrative Cash handling and voucher preparation
Cheque Payment Entries Posting and Adjustment of JV's (Journal Vouchers).
- Responsible for Bank Debtors / Creditors and Petty Cash reconciliation every month.
- Responsible for VAT (Value Added Tax), Service Tax and TDS (Tax Deducted At Source) etc.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- Preparing different types of reports such as Delivery summery report, Daily pending & cancelled orders report, GRV report, Hauling report etc.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Time Management Program in addition to Manpower Deputation.
- Preparing Packing Materials Stock and Monthly Closing Reports.



Sustain Tech India Private Ltd., Tamil Nadu, India

Sustain Tech India Private Limited in Tamil Nadu, India is one of the leading businesses in the Oven supply. Developed their own brand and special type of ovens for Home appliance and also for Industries.

Job Profile

As an Accounts Executive (November-2013 To November 2015)

Duties and Responsibilities:

- Responsible for General accounting on day to day basis and Bank reconciliation.
- Preparation of book of accounts up to finalization of Balance Sheet.
- Responsible for Independent handling of Vendor Invoice, Vendor Payment, Customer Payment, Journal, Contra, Bank and Cash Entries.
- Responsible for Administrative Cash handling and voucher preparation
Cheque Payment Entries Posting and Adjustment of JV's (Journal Vouchers).
- Responsible for Bank Debtors / Creditors and Petty Cash reconciliation every month. Preparation of Sales Invoices and Receipts.
- Responsible for VAT (Value Added Tax), Service Tax and TDS (Tax Deducted At Source) etc.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Responsible for Cash & Cheque Collection from Sales Team and Cash/Cheque deposit to Bank on daily basis.



Educational Qualification

- **Post Graduate in Commerce (M.Com)**
Bharathi Dasan University, Tiruchirapalli, India
- **Post Graduate in Business Administration (MBA)**
Bharathi Dasan University, Tiruchirapalli, India
- **Honours Diploma in Computer Applications (HDCA)**
CSC Software College, Tamil Nadu State Board, India
- **Tally ERP-9 (HDCA)**
CSC Software College, Tamil Nadu State Board, India

Languages Known

English, Hindi, Malayalam and Tamil

Computer Literacy

Well experienced with Windows Environment and MS Office Tools, especially Excel, Word and Power Point, Learned much conversant with internet, e-mailing tools, Microsoft Outlook, **Oracle, Talley ERP-9 System.**

Declaration:

All the above particulars furnished are true to the best of my knowledge and belief. All testimonials will be presented at the time of personal interview. It would be a pleasure for me to work with this organization at mentioned post according to my qualifications, qualities and skills and be a part of this organization hope to receive a positive reply from your end.

Sincerely,

K. Mohamed Ibrahim