

MOHAMED ASHIK BATCHA.M

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JOB POSTION : ACCOUNTING CLERK CUM DOCUMENT CONTROLLER



Objective:

Energetic recent graduate accounting professional seeking Accounting Clerk position at financial firm. Equipped with a broad knowledge of concepts and strategies to yield the best possible financial outcomes in all areas. Familiar with accounting procedures, processes, and software programs. Proficient with communication, multi-tasking and problem solving with solid track record of success in internship, retail and customer service positions.

JOB EXPERIENCE – TOTAL OF 4 + YEARS

Organization: MARGIC TRANSPORT

Designation: ACCOUNTING CLERK (Aug 2016- July2019)

Responsibility:

- Expertly handle accounts, payments and refunds.
- Assist accountants with quarterly and year end closings.
- Strong mathematical skill with ability to manage complex systems and large amount of data.
- Draft invoices, reports, and vendor payments.
- Study current process issues and develop innovative solutions to improve workflow.
- Create new methods for reducing errors when data is input into system.

Organization: MARGIC TRANSPORT

Designation: DOCUMENT CONTROLLER (July 2019- Feb 2021)

Responsibility:

- Day-to-day responsibilities are focused on the control and tracking of documents.
- Ability to record, file and handle **documents**.
- Ability to perform regular audits on corporate **documents**.
- Ability to keep clear and accurate records and reports.
- Knowledge of file validation.
- They are responsible for storage, cataloging and retrieval of documents.

Organization: MARGIC TRANSPORT

Designation: Transport In charge (Nov 2022- July 2023)

Responsibility:

- Making sure vehicles are properly maintained
- Maintaining and completing accurate records
- Reducing the risk and arranging repairs and routine maintenance.

Educational & Qualification:

<u>Year of passing</u>	<u>Qualification</u>	<u>Institution</u>	<u>Percentage</u>
2015	Master of Business Administration	St. Joseph's College Of Engg and Tech. Anna University	70%
2013	Bachelor of Commerce	AVVM Sri Puspam College Poondi Bharathidasan University	60%

Additional Project Qualification:

- **Project Title :** A Study on **Customer Satisfaction.**
Project Duration: 01-June-2014 to 15-June-2014
Company Name: Arasu bajaj ,Thirunarayanapuram east ,Nal Road , kumbakonam
- **Project Title :** A Study on **Revenue management**
Project Duration: January 2015 – Feb 2015
Company Name: Southern Railway, Ponmalai, Trichy.

Computer Knowledge:

- Microsoft Office
- Tally 9.1

Key Skills:

- Answered telephones and solved customers' queries.
- Scanned and filed all paper documents into office network.
- Managed account payable, account receivable, and payroll documents.
- Excellent administrative and management skills.
- Expertise with all the procedures of travel and tourism.
- Competent in working with several MS office application

Personal Details:

Father Name :	Mohamed Ismail	Age :	29
Nationality :	Indian	Sex :	Male
Marital Status :	Married	Passport No :	N9641283
Place :	Thanjavur (Dt) ,TamilNadu(St),India	Visa Status :	Visiting
Languages :	English, Tamil	Expire Date :	12/11/2023

Declaration:

I hereby declare that to the information furnished above is true the best of my Knowledge and beliefs.

(MOHAMED ASHIK BATCHA.M)