

MOHAMED WASIM M MASTER OF COMMERCE

Contact : 050 173 9424
E.Mail : mmdwasim97@gmail.com



ABOUT ME

Professionally qualified, self-motivated Accountant, having more than **Five** years work experience in india. To give sincere and devoted efforts towards any work assigned to me and fulfill every requirement of our company where innovation, education and sense of ownership valued and encouraged.

EDUCATION

- **2018 – 2020**
A.V.C. College
Bharathidasan University
Master of commerce
- **2015 – 2018**
A.V.C. College
Bharathidasan University
Bachelor of commerce
- **2013 - 2015**
DBTR National Hr.Secondary School

ADDITIONAL QUALIFICATION

- PGDCA
- TALLY Prime (With GST)
- MS Office

SKILLS

- Staff management
- Punctuality
- Quick absorber
- Problem solving

LANGUAGES

English
Tamil

INTERESTS

Photography
Cricket
Travelling

EXPERIENCE

Organization : QALAM INTERNATIONAL MATRIC.HR.SEC SCHOOL, Tamil nadu, India.

Duration : From June-2022 to Aug-2024

Designation : Admin and Accountant

- Utilized excellent organizational and problem solving skills to manage the daily operations of a school of 200 staff and 2450 students.
- To assist the senior teachers and principals to make rules and procedures for student improvement.
- Staff and students record maintained, staff salary and staff attendance maintained, banking process and EMIS,Deo, Ceo office related work etc.,
- To assist the teachers, students, drivers and parents with student behavior management.
- Create, obtaining and managing the yearly audit data for business purposes.
- Developed a comprehensive system for tracking student attendance, grades, and records.
- Prepared and monitored school budgets and allocations.
- Transport maintenance, parts purchase and payments.
- Daily Transport checking, driver, attender, students managing.
- Daily income and expenses, fees management, regular payments etc.,

Organization : MAKKAH MEDICALS, Tamil nadu, India.

Duration : From June-2018 to May-2022

Designation : Accountant and Incharge

- Maintained up-to-date knowledge of current Pharmacy laws,regulation,and procedures.
- Developed and maintained strong professional relationship with physicians and other healthcare providers.
- Advised patients on proper medication instruction, answered any medication-related inquiries.
- Successfully managed the inventory of over 100 prescription medications per day.
- Purchase, sales, billing, supplier deling, bank related work, daily accounts, salary and ect.,

PROFILE

Father's Name	: M.MOHAMED MALIK
Date of Birth	: 26.11.1997
Gender	: Male
Marital Status	: Single
Nationality	: Indian
Religion	: Muslim
Driving License	: India
Passport No.	: U2971724 — (Expiry on 18/11/2030)

DECLARATION

I hereby declare that, the above particulars given by me are best to the correct of my knowledge and belief.

Thanking you

Date :

Place :

Your Sincerely,

(M. MOHAMED WASIM)