



CURRICULUM VITAE

MD SOWBAN

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Contact: (+971)524023706

Location: United Arab Emirate

CAREER OBJECTIVE

To be a part of an enthusiastic work environment, my goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company productive and reputation.

Experience

ACCOUNTANT ASSISTANT

MARCH 2021-OCT 2021

ZOREK EDUCATIONAL TECHNOLOGIES HYDERABAD INDIA

- Familiar and worked with tally prime software for accounting
- Writing up accurate and timely financial reports.
- Preparing journal entries complete with documentation for all transactions.
- Carrying out any other administrative and operational duties as required.
- Reconciling cash advances on a monthly basis.
- Investigating any accounting discrepancies.
- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals.
- Counting and balancing petty cash at the end of each month.

SUPPORT EXECUTIVE

June 2020-Feb 2021

MATRUSHIRI HYDERABAD INDIA

- Preparing frame works on different projects
- Managing a team of representatives offering customer support.
- Overseeing the customer service process.
- Resolving customer complaints brought to your attention
- Responding in a timely manner to service issues and requests

ACADEMIC QUALIFICATION

- ❖ **Avinash College of commerce Hyderabad, Telangana India**
Graduation continues (B.com)
- ❖ **MEC Intermediate** from Sri Chaitanya Jr College, SR Nagar.
- ❖ **SSC 2018 GPA 8.3** From Secondary School of education (St.Alphonsas High School SR Nagar)

SKILLS

- Tally Prime
- Word
- Excel
- Power point

CERTIFICATIONS

- Proficiency in Tally Prime and GST

HOBBIES

- Learning
- Adopting new skills
- Knowledge building

STRENGTHS

- Time management
- Self motivated and self starting
- Ability to work in team
- Ability to cope up with different situations
- Excellent leadership and interpersonal skills.

PERSONAL PROFILE: -

NAME	: MOHAMMED SOWBAN
DOB	: 14-10-2002
SEX	: MALE
Marital Status	: UN-MARRIED
LANGUAGES KNOWN	: ENGLISH, HINDI & TELUGU
Visa status	: Visit Visa till Jan 30, 2022

DECLARATION:-

I hereby declare that the information furnished above is genuine to the best of my knowledge.