



## CURRICULUM VITAE

### MD SOWBAN

**Email:** msowban1137@gmail.com

**Contact:** (+971)524023706

**Location:** United Arab Emirate

#### CAREER OBJECTIVE

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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

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##### 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

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- ❖ **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

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- Tally Prime
- Word
- Excel
- Power point

## CERTIFICATIONS

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- Proficiency in Tally Prime and GST

## HOBBIES

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- Learning
- Adopting new skills
- Knowledge building

## STRENGTHS

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

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## PERSONAL PROFILE: -

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|-----------------|--------------------------------|
| 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:-

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