

## Mohammed Parvez Buksh

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**Professional objective:** To be a professional who would learn, develop & utilize new skills which would help self & the organization to which my services are rendered.

**Work Experience:** M.Com with over 11 years of solid experience in Financial Accounting & Financial Auditing.

### **Core Skills**

Cash & Fund flow management	MIS & Ad-hoc Reports	Day to day accounting
Auditing & Financial Accounting	Job & process costing	Assisting in Budget preparation
Inventory & Receivables control	Taxation compliance	Liaison with Bank & Insurance
Bank & Accounts Reconciliations	GL,P/L, B/S analysis	Fix Assets & Depreciation

### **Career Summary:**

- ACCOUNTANT, ABDULLATIF KHALAF AL-SHAMMARI & PARTNER CONT.CO, JUBAIL, SAUDI ARABIA – from Mar 2016 till date
- Accountant, M/s VIBRANT MOTORS (Automobile Dealers for CHEVROLET SALES INDIA PVT) – from Aug 2014 to Feb 2016.
- Accounts Assistant, M/s FRONTLINE AUTOMOBILES (Dealers for CHEVROLET SALES INDIA PVT) – from Oct 2011 to Jul 2014.
- Practitioner, Commercial Tax Accountant Firm from Apr 2011 to Sept 2011
- Audit Cum Accounts Assistant with M/s Jacob & Isack Associates (Chartered Accountants Firm) from Jan 2009 to Jan 2011.

**Present Employer:** ABDULLATIF KHALAF AL-SHAMMARI & PARTNER CONT.CO, JUBAIL, SAUDI ARABIA.

**Designation:** Accountant (since Mar 2016 till date)

### **Job Responsibilities:**

- Entering Bank entries in Bank book.
- Entering Cash entries in Cash book.
- Entering sales Invoice.

- Entering Purchase invoice.
- Preparing Debtors list.
- Preparing supplier payment schedule on 25<sup>th</sup> every month.
- Making payment follow up with Co-ordinator.
- Verifying sales invoice.
- Verifying Purchase invoice.
- Preparing food allowance statement of SEPCO PP14 Riyadh,SEPCO Jubail, on 1<sup>st</sup> &15<sup>th</sup> of every month.
- Preparing salary of own Employees(Office staff)on 1<sup>st</sup> of every month.
- Preparing salary of Hitachi driver,Housekeeper own employee on 1<sup>st</sup> of every month.
- Preparing salary of manpower PP14,Man lift OPTR,Fork lift OPRT on 10<sup>th</sup> every month.
- Preparing salary of Hitachi driver Rental on 10<sup>th</sup> of every month.
- Preparing O.T of SEPCO Yanbu OPTR,SEPCO PP14 Riyadh OPRT,SEPCO Jubail OPTR,Shandong Taijun OPTR on 10<sup>th</sup> of every month.
- Preparing salary of own employees(own OPTR) on 15<sup>th</sup> of every month.
- Entering Petrol invoices summary of SEPCO Jubail(Monthly) and end of the month giving to Kishore for preparing sales invoice.
- Preparing vehicle Installment statement.
- Preparing time sheet of EBDA Jubail Transportation.
- Entering purchase invoice in software for VAT calculation.
- Preparing Account statement.
- Preparing commission statement of sales Co-ordinators.

**Previous Employer:** M/s VIBRANT MOTORS, dealers for Chevrolet Sales India Pvt. Ltd, Mangalore.

**Designation:** Accountant (since Aug 2014 till Feb 2016)

**Reporting Manager:** Mrs.Jennifer Mendis (Managing Director)

**Job Responsibilities:**

- Keeping a Tab on Car Inventory Management.
- Preparing Daily Sales MIS.
- Maintaining Car Booking Lists & their payments.
- Preparing Payment Detail Statements.
- Preparing Car Purchase & Sales Invoices.
- Entering Spare Parts & Accessories Purchase & Sales Invoice.
- Maintaining receipts.
- Preparing Debtors statement of accounts.
- Liaison with Sales & Purchase Dept.
- Entering warranty invoice.
- Entering free service invoice.
- Entering CPCOO invoice.
- Maintaining Petty Cash Entries.
- Preparing Per Car Profitability.
- Reconciliation of Spare Parts Purchase Ledger with General motors MIS Statements.

**Previous Employer:** M/s FRONTLINE AUTOMOBILES, dealers for Chevrolet Sales India Pvt Ltd, Mangalore from Oct 2011 To July 2014

**Designation:** Assistant Accountant (Oct 2011 till Jul 2014)

**Reporting Manager:** Mr.Akshaya Alva (General Manager)

**Job Responsibilities:**

- Preparing Car Purchase & Sales Invoices.
- Recording Data in TALLY.ERP9 on purchases & Sales.
- Preparing Gross Profit Statement per Car.
- Keeping a tab on Car Inventory Management.
- Maintaining Car Booking Lists & their payments.
- Managing Stock Transfer Entries.
- Preparing Payment Detail Statements.
- Preparing Daily Sales MIS.
- Maintaining receipts.
- Preparing Debtors statement of accounts.
- Coordination with Auditors during preparation of Annual Report
- Liaison with Sales & Purchase Dept.
- Entering warranty invoice.
- Entering accessories sales invoice.
- Entering free service invoice.
- Entering CPCOO invoice.
- Making vehicles Insurance Payments.
- Preparing Dealer Margin Reports.
- Preparing Per Car Profitability.

**Previous Employer:** Worked with Commercial Tax Accountant from April 2011 to September 2011

**Job Responsibilities**

- Entering Day to Day Transactions in the Books of Accounts.
- Filing monthly & quarterly sales tax returns.

**Previous Employer:** Worked as an Audit/Accounts Assistant with M/s Jacob & Isack Associates (Chartered Accountants) from Jan 2009 to Jan 2011.

**Job Responsibilities**

- Entering the Accounting books in invoice book.
- Preparing receipt and payment account.
- Preparing income and expenditure account.
- Preparing trading and profit & loss account.
- Preparing balance sheets.
- Filing income tax returns of all the parties.
- Vouching.
- Crosschecking the Posting from Day Book to Ledger.
- Preparing check list.

**Academic Qualification:**

EXAMINATION	INSTITUTION	BOARD/ UNIVERSITY	PERCENTAGE
M.Com (2012-2014)	Mangalore University	Mangalore University	55%
B.Com (2005-2008)	BADRIA FIRST GRADE COLLEGE	Mangalore University	54.82%
PUC (12th) (2003-2005)	BADRIA P.U College	Karnataka Board	48.16%
SSLC (10 <sup>th</sup> ) (2002-2003)	BADRIA High School	Karnataka board	37.60%

**Other Qualification:**

➤ Diploma in e-business

Module Description	Performance
<b>E-office</b>	
Basic of I T & windows XP	67%
MS-Word	61%
MS-Excel	70%
MS-PowerPoint	73%
Internet	90%
<b>E-Finance</b>	
Tally 9.0 vat Enabled	96%
Peachtree	90%
DacEasy	98%
Financial Management	74%
<b>E-Business</b>	
MS-Access Objective	80%
MS-Access Practical	82%
Flash	70%
Presentation	80%

**Achievements in Academics & Extra Curricular activities:**

- In 1<sup>st</sup> yr BCOM, secured subject proficiency in Financial Accounting, Cost Accounting & Business Economics in the year 2006-07.
- In 2<sup>nd</sup> yr BCOM, secured subject proficiency in Cost Accounting & Management.
- Represented school in the Inter School Chess Championship in Mangalore.

**Personal Strengths:** Hard working, Eye for detailing, Supervision skills, Team player, Quick learner & Good inter personal skills.

**Personal Details:**

Nationality : Indian  
Date of Birth : 17 JANUARY 1987  
Languages known : English, Hindi, Kannada, Urdu & Malayalam.  
Marital status : Married  
Passport no : U0664668 valid till 2030  
Passport issued from : Bangalore RPO, India  
Hobbies : Playing Cricket & Chess  
Religion : Muslim

Thanks & Regards  
Mohammed Parvez Buksh