

**Mohammad Shakeer****Phone:** + 91 8310547948 / 7353079928**E-Mail:** shakirmohammad313@gmail.com

An enthusiastic & high energy driven professional targeting assignments in **Finance & Accounts** with a reputed organization

PROFILE SUMMARY

- **MBA (Finance & HR)** with zeal to make a winning career in the field of **Finance & Accounts Operations**
- Completed internship with **Karavali Credit Co-operative Society Ltd., Mangalore** on topic "**A Study on Evaluation of Financial Performance of Karavali Credit Co-operative Society Ltd.**"
- Possess knowledge of tools like **MS-Office, MS – Access, Advance Excel, Tally ERP.9, Peachtree and QuickBooks**
- Proficiency in grasping new technical concepts quickly and utilizing the same in a productive manner
- Focused & goal-driven with strong work ethics and commitment to offer quality work
- An ambitious & hardworking individual with excellent negotiation & relationship management skills and capability to manage time effectively

ACADEMIC DETAILS

- **MBA (Finance & HR)** from Shree Devi Institute of Technology, Visvesvaraya Technological University, Kenjar, Mangalore in 2017 with 61%
- **BBM** from Rosario College of Management Studies, Mangalore University, Mangalore in 2015 with 62%
- PUC from MGC PU College (Department of Pre University Education), Bondel, Mangalore in 2012 with 66%
- SSC from Kulur High School (Karnataka Secondary Education Examination Board), Kulur, Mangalore in 2010 with 64%

ORGANIZATIONAL EXPERIENCE**Audit and Account Assistant.****(I) Bilal Associates -Mangaluru****Jan 2018 - Mar 2019****Key Result Areas:**

- Ensuring the accuracy of financial document's as well as their compliance with relevant laws and regulations.
- Preparing of Receipt & Payment A/C and Income & Expenditure A/C.
- Income tax return filing.
- Handling Sales Tax.
- Responsible for all category documentation and Filings.
- Preparing Bank Reconciliation Statement.
- Timely submission of GST returns e-filing etc.
- Assisting with Tax audits.
- Review and Quality checking of the accounting entries.
- Handling GST registrations
- Timely submission of TDS returns, e-filing etc.
- Analyzing accounts and business plans.
- Preparing Balance sheet and profit and loss.
- Preparing Project Report

Key Result Areas:

- Filing of Income Tax Return.
- Making TDS Payment
- Timely Submission of TDS Returns.
- Responsible for all category documentation and Filings.
- Review and Quality checking of the accounting entries.
- Assisting with Tax Audits.
- Timely submission of GST returns e-filing etc.
- Preparing Bank Reconciliation Statement.
- Preparing Project Report.
- Ensuring the accuracy of financial document's as well as their compliance with relevant laws and regulations.
- Preparing of Receipt & Payment A/C and Income & Expenditure A/C.
- Handling Sales Tax.
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- Timely submission of TDS returns, e-filing etc.
- Analyzing accounts and business plans.
- Preparing Balance sheet and profit and loss.

INTERNSHIP

Organization: Karavali Credit Cooperative Society Ltd., Mangalore

Project Title: "A Study on Evaluation of Financial Performance of Karavali Credit Cooperative Society Ltd."

Focus Area: Finance

Duration: 10 Weeks

- **Key Learning:** Using various statistical tool company performance have been evaluated ; enhanced ratio analysis and obtained comparative monetary value

ITSKILLS

- MS-Office (Word, Excel, PowerPoint, Access), Advance Excel
- Windows OS
- Tally ERP.9, Peachtree, QuickBooks

OTHER COURSE

- Diploma in E-Business from Manipal Institute of Computer Education, Mangalore in May'18

INDUSTRIAL VISITS

- Visited various industries during MBA program in Mangalore and Goa

EXTRA-CURRICULAR ACTIVITIES

- Participated in:
 - National Level Management Fest “ECHELON 2016” organized by Shree Devi Institute of Technology
 - ‘Skill Development, An Integral Formation Program’ organized in Rosario College
- Conducted exhibition “TATHAASTU 2016” in Shree Devi Institute of Technology

SEMINARS ATTENDED

- “Waste Management and Alternate Energy Sources” seminar held at Rosario College
- N.S.D.C. (National Skill Development Corporation) seminar held at Rosario College

PERSONAL DETAILS

Date of Birth: 1st June 1995
Languages Known: English, Hindi, and Kannada & Malayalam
Address: #2/61, Sumayya Cottage, Panjimogaru Post, Kulur, Mangalore – 575013