

RESUME



Mohammed Imthiyaz. S

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SUMMARY

In the 4.1 years of my career experience in **Oman and India** in the areas of **Accounts, Finance and Sale Marketing**. Demonstrated abilities in completing assignments within time frame and calendar schedules while handling multiple tasks. Possess basic understanding of matters related to Accounts and Finance finalization of accounts as per statutory requirements. Possess analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.

CAREER EXPERIENCE

Company: - Nizwa Modern Poultry Breeder Co. L.L.C. [Nizwa, Sultanate of Oman]

Designation: - Accountant Analyst [August- 2015 to September-2017]

JOB PROFILE:-

- Prepare & Verifies journal and ledger entries of cash and cheque payments purchase and expenses.
- Preparing & maintaining statutory books of accounts viz., journal, ledger, cash & bank book and subsidiaries in compliance with time & accuracy norms.
- Examining & evaluating financial systems, management procedures, and internal controls to ensure that records are accurate & controls are adequate to safeguard against misrepresentations.
- Prepare and Maintenance of Petty cash statements.
- Maintenance MIS reports entailing cash flow, turnover, customer outstanding and collection statement, evaluating them for facilitating decision-making process.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.
- Analyzing the bills of purchases order and checking the landed cost of the material.
- Formulating and Generating Pay slip for employee's monthly basis.
- Monitoring cash flow to review the cash position and forecasting funds required for numerous expenses.
- Preparing debtors ageing analysis to understand the paying pattern and devising effective accounts payable policies.
- Maintenance and handling of Stocks and verifying stock on monthly basis.
- Count cash on hand, inspect notes receivable and payable and cancelled cheques.
- Handling Cash Transaction and Settlement of expenses.

Company: - HDFC LIFE -July- 2013 to June-2015. [Mangalore, India]

Designation: - Relationship Manager [Sale Development] - HDFC BANK

JOB PROFILE:-

- Financial Planning of clients.
- Interacting with bank customer.
- Building awareness on banking products to customer.
- Providing services to customer regarding banking product.
- Handling customers independently and identifying their needs.
- Providing Financial Planning and advice to customer
- Conversion of bank leads into Life Insurance product.

- Providing service to customer regarding queries on Life Insurance Product.
- Providing training to bank staff on Life insurance products and process.
- MIS Report generation on daily basis.
- Very Good Job Efficiency – always ready to complete assigned task timely and without any flaws with good quality.
- Very good exposure of using Intranet and internet for all activities related to business.
- Excellent in Understanding and Responding to customer's Requirements, Handling and Follow-up of customers.

EDUCATIONAL QUALIFICATION

M.B.A (Finance) [2013] Visvesvaraya Technological University, Belgaum, Karnataka -India.

B.B.M (Finance) [2011] Mangalore University, Mangalore, Karnataka -India.

P.U.C (Commerce) [2008] Karnataka PU Board, Karnataka -India.

S.S.L.C [2006] Karnataka Secondary Board, Karnataka- India.

PROJECT WORK

- MBA Summer Project: A project work based on Study of the **Fundamental Analysis of Select Bank Nifty Stock** in Anand Rathi PVT LTD, Mangalore, India.

COMPUTER LITERACY

- MS Office, Tally and working knowledge in SAP & CRM.
- Certificate in Financial Management.

PERSONAL PROFILE

Date of Birth : 14th November 1990

Permanent Address : SujeerMasidiBettu House
Pudu (Po), Bantwal (Tq.)
Mangalore-574143

Nationality : Indian

Religion : Islam

Marital Status : Single

Languages known : English, Hindi, Kannada, Malayalam and Arabic

Passport Number : K9835722

Skype id : imthiyazmohammed3141

ACHIEVEMENTS AND AWARDS

- Oscar Certificate in Certificate of Appreciation by HDFC LIFE as HDFC Bank team.
- Organized and Programme In charge of “National Level Management Fest” at Srinivas Institute of Technology.
- Organized and coordinator of “State Level Seminar Program” at Srinivas Institute of Technology.
- Organized and coordinator of “Management Fest” at St. Aloysius College.

EXTRACURRICULAR ACTIVITIES

- Participated in the Industrial Motivation Campaign organized by the Ministry of Micro, Small & Medium Enterprises (MSME) Development Institute Mangalore at Srinivas Institute of Technology.
- Participated in Innovations Unlimited Business Orbit (IUBO) Training Program organized by the Innovations Unlimited training Services Bangalore.
- Playing Crickets, Volleyball and Quick learner.