

MOHAMED ISMAIL BILAL . M

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Objective:

To accelerate my place towards the growth of the organization by riding on my strength and to make innovations with my talented skills.

Academic Qualification:-

Course	Branch	University/School	Year of Completion
M.COM	Commerce	Bharathidasan University	2016
B.COM	Commerce	Bharathidasan University	2014

Experience:-

Auditor Assistant: Income Tax: Period Of Work: (01.12.2015 to 28.02.2018)

- Excellent analytical abilities
- Excellent written and verbal communication abilities
- Strong investigatory skills
- Preparing Trial Balance and Income and Expenditure Account
- Able to work well independently with minimal supervision
- E-filing Income tax Website and upload ITR Forms (1,3,4,4s,5) and Prepare Acknowledgement of the Firm

Sales Tax:

- Preparing Monthly Bills Using Excel
- Well Known in Commercial Tax Department
- GST Sign up and Generate GST Number, ARN Number

Duties and Responsibility:

- Maintain of Petty cash Book.
- Preparation of Credit note & Debit note.
- Follow up for Debtor Balance.
- Document controller
- Preparation of Bank Reconciliation Statement and Reporting to Accounts Manager.

Data Entry Work: Royal Agro & Dairy Ltd., Period Of Work : (01.02.2015 to 10.06.2014)

Duties and Responsibility:

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers.
- Aircel Network Prepaid and Postpaid Form Fillings.

Key skills:

- Good command over calculations.
- Keen Observer
- Quick Learner
- Loyal towards work and duties
- Working knowledge of office equipment and computer hardware and peripheral devices
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Fast typing skills; Knowledge of touch typing system is strongly preferred.

CERTIFICATE COURSES

- TALLY ERP 9
- DCA (DIPLOMA IN COMPUTER APPLICATION)
- HARDWARE, TYPEWRITING.

TECHNICAL QUALIFICATION: -

Operating System	Windows XP, Windows 2000, Windows 7, Windows 8.
Packages	Tally ERP 9, MS-Office, Hardware.
Type Writing	Higher in English (70 + WPM)

LANGUAGES KNOWN:-

- ✓ English, Tamil

PERSONAL DETAILS :-

Date of birth	Nationality	Gender	Passport	Status
06 Oct 1993	INDIAN	Male	N8678243	Single

Declaration:

I have declared that the information furnished is true to the best of my knowledge and belief.

Date :

Your's Sincerely,

(MOHAMED ISMAIL BILAL)