

MOHD DAWOOD

Contact: +91 7618306971

E-mail: mohddawoodzaki17@gmail.com

ACCOUNT EXECUTIVE

SKILLS:

Working Knowledge of Tally all version including. ERP, Prime ~ Microsoft office applications like MS Excel, MS Word, MS Publisher, Advance Excel ~ Operating knowledge of Internet, E-mail etc. ~ English Typing with very good speed ~ Some Hardware Knowledge & installation of Operating Systems & software

Personal:

Attention to detail ~ Communication skills ~ Presentation skills ~ Problem solving ~ Analytical mind ~ High levels of integrity ~ Energetic with ability to learn ~ Friendly & hardworking Supervisory skills ~ Decision making

Profile Summary

- Demonstrated **more than 7 years** of comprehensive experience in Accounts, Operation Manager Finance Professional, Support consultant for Tally Financials & Controlling.
- Knowledge of Filling GST Return. (GSTR-1, GSTR-3B etc.)
- Knowledge of Manual Accounts (Cash book, Stock Register, Ledger Book, Journal Register etc.)
- Excel Know All formulas (IF, Pivot Table, V lookup, etc.)
- Knowledge of How to print reports in Tally, view/Search Entry.
- Prepare the Cash Voucher, Payment Voucher, Receipt Voucher, Sale Voucher & others.
- Audit Planning, Internal Auditing.
- Knowledge of Manufacturing Entry (BOI) in Tally.
- Date Preparation of credit limit proposal.
- Timely & Accurate customers & vendors accounting.
- High level of customer satisfaction.
- Proper office administration.
- Reconciliation of various dealer accounts and sending balance confirmation to the dealers.
- Preparation of debtors age-wise overdue reports for submission to the directors on fortnight basis.
- Monitoring of RTGS transfers made by the various dealers in our bank account and preparation of receipts to be allocated against their purchase orders.
- Earlier handled the bank reconciliation of various bank accounts operated by the company solving the reconciliation queries on monthly basis.
- Accounting of Credit Notes & Debit Notes to dealers.
- Preparation Stock Statement, Salary sheet in Xlsx.
- Maintain & File Vouchers, Correspondence & all documents.
- Monitor and forecast upcoming levels of demand

Duty as Operation Manager

- Manage Labor in site requirement and make payment as per market demand.
- Oversee Project Timelines manage the project from start to finish, ensuring deadlines are met.

- Monitor the progress of various deliverables like TV ads, print ads, digital banners, etc., and ensure they are delivered on time.
- Review all campaign materials before release to ensure they meet the client's expectations and advertising standards.
- Act as the point of contact between clients and internal teams, providing status updates and gathering feedback.
- Ensure that clients' needs and expectations are understood and met throughout the campaign process.
- Graphic Design making Banner, Business card design in MS Publisher.

Education

High School (2015)	CBSE Board	60.8%
Intermediate (2017)	CBSE Board	55.5%
Diploma (2018)	IGCSM	A ⁺
B.com (2020)	DBRAU	60%

Professional Span

CA Dharamveer Sharma, Arjun Nagar (AGRA) MAY 2017 - JULY 2018
Accountant (Internship)

Famous Flex Printing, Sanjay Place (AGRA) AUGUST 2018 – MARCH 2020
Accounts Executive

A S Adverting, Sanjay Place (AGRA) JULY 2020 – NOVEMBER 2024
Accounts Executive / Operation Manager

Personal Dossier

Date of Birth : May20, 1999
Marital Status : Unmarried
Father's Name : Late Masood Zaki (2016)
Languages Known : Hindi & English
Permanent Address : 3/137 Chowk Kagziyan Tajganj, Agra 282001 (U.P.)
Temporary Address : Munirka (New Delhi)

Declaration

I hereby declare that all the information provided above is true to the best of my knowledge.
Place: Delhi

Date:

(MohdDawood)