

Mohammed Junaid Salman

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Objective

To work in a challenging organization with a stimulating environment and apply inherent skills and knowledge aligning career goals to that of the organization

PERSONAL DETAILS

Nationality : Indian
Date of Birth & Age : 06 December, 1981
Marital Status : Married
Languages Known : English, Hindi, Urdu

Summary Profile

- ⇒ **Accountant** with an experience of around 9 years.
- ⇒ Experienced in working closely with senior executives.

Technical Skills

Packages known : **MS-Office, Accounting packages (Tally, Peachtree, and Quickbooks)**
Operating System : **Windows 98, 2000, 2003, XP, Vista and 8**

Education

- ⇒ **Bachelor of Commerce from Osmania University in 2004.**

Experience Summary

Organization	Designation	Duration
Dawn High School	Junior Accountant	July 2004-May 2006
Dawn High School	Accountant	June 2009-Till Date

Job Responsibilities

- Managed the accurate and timely processing of invoices.
- Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, proportions and percentages.
- Ensuring the smooth running of basic banking transactions.
- Answering any financial and banking queries.
- Handling customer queries face to face, over the phone or via correspondence.
- Analyzing financial reports.
- Presenting information clearly to customers, work colleagues and third parties.
- Opening new bank accounts for individuals local community.and also companies.
- Thorough understanding of banking procedures.
Profit & Loss management.
- Good knowledge of finance and accounting.
- Tax planning and compliance.

College Name	Course	Year Of Study
Brighton institute of Technology	Advanced Diploma In Hospitality Management	Aug 06-July 07 Apr 08-Mar-09

Available on request:

Mohammed Junaid Salman.