SHOHEB MOHAMMAD

Accounts & Operations

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OBJECTIVE

To achieve a position good enough to utilize my organizational experience, educational knowledge, abilities & Skill.

EXPERIENCE OF APPLICATIONS

▪ QuickBooks
▪ Tally
▪ Light Speed
▪ Financial Breakdown Tool (FBT).
▪ Lending Portal.
▪ Black Knight (BKFS).
▪ Recon Tool
▪ Select CE & DCDR

AREAS OF EXPERTISE

▪ Account Payable.
▪ Inventory.
▪ Expert in Journal Entries.
▪ Expert in Ledger Account.
▪ Preparing Financial Statement.
▪ Forecasting Profit & Loss.
▪ Banking / Bankruptcy.
▪ Payroll Reports.
▪ Expert in MS Excel.

LANGUAGES KNOWN

▪ English
▪ Hindi
▪ Urdu
▪ Malayalam
▪ Kannada

PERSONAL INFORMATION

DOB: May 31st ,1997
Gender: Male
Marital Status: Single
Nationality: Indian
Hometown: Mangalore, Karnataka
Passport No: P7079324

EDUCATION

MBA in Finance & HR | PA College of Engineering, Mangalore – India – 2019
B. Com Graduation | GFGC Carstreet, Mangalore – India – 2017
Class 12 | Milagres Pre University College, Mangalore – India – 2014

WORK EXPERIENCE

Infosys Ltd Bangalore, India – **Operation Executive** – 2 years
Fashion Net Mangalore, India - **Accounts & Inventory Assistant** – 1 year

Roles & Responsibilities

▪ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
▪ Post and Process Journal Entries to ensure all business transaction records.
▪ Creating Inventory Codes & Description for newly arrived items.
▪ Recording items into system on the basis of category, subcategory & supplier basis.
▪ Transfer & Check in of Inventory from production house to showroom.
▪ Updating Inventory quantity, daily, weekly & monthly sales basis.
▪ Documents financial transactions by entering account information.
▪ Ensure that financial statement and record comply with laws and regulations.
▪ Reconciliation of Bank statements, Accounts Payable & Receivable.
▪ Keeping accounts books and system up to date.
▪ Auditing and analyzing financial performance.
▪ Analyst for New Loan Boarding Process which is the core process of the Commercial Mortgage Banking Services world.
▪ Review documents; understand; analyze and explain them in detail to the analysts.
▪ Conduct Error Analysis Sessions, Refresher Sessions to maintain 100% quality of the process.
▪ Identifying the gaps, issues within the process and resolve them either independently or with the support of Team Lead.
▪ Mentoring and giving training to the new team member of New Loan Setup and helping to come up the learning curve in processing.
▪ Attending LOB calls related to process and updating the team.
▪ Responsible for completing the volumes with 100% quality.
▪ Knowledge on building weekly agenda & reports.

TRAINING COURSE

▪ One Month Internship at Azad Steel Company, Mangalore (Performance Analysis).
▪ 6-week Project on "A study on Non-Performing Assets, with special reference to MCC Bank Ltd, Mangalore".

TRANSFERABLE SKILLS

Software Skills | Diploma in Computer Financial Accounting [QuickBooks, Tally], MS Office, Advance excel.
Organization Skills | Planning skills, decision making skill, leadership skill, problem solving ability.
Social Skills | Team player, good listening skills, debating skills.