



Mohsin Ahmed Moholkar

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing level of responsibility.

Personal Details

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Address :
18, Sakhar peth solapur-413005

Passport Details – T4381647

Valid Untill - 21/4/29

**Visa - Currently on visit Visa Valid until
26 March 2024**

**Master of Business Administration Finance
and Marketing**

June 2019

**Bharti vidyapeeth University / Abhijit
kadam institute solapur , India**

Bachelor of commerce

September 2017

Higher Secondary School

March 2014

Pune Board/

**S.S. A Arts and Commerce School & Jr College
Solapur India**

Skills

- Microsoft skills,Excel
- Tally ERP
- Time management
- SAP,Oracle
- Quick Book,
- English Typing
- Customer service
- communication

Language

**English , Hindi ,Urdu,
Marathi**

Experience

July 2022- November 2023

Shri Om Sai -Solapur Maharashtra India

Cashier and accounts

1. Registers sales on a cash register by scanning items,itemizing and totaling customers purchases.
2. Resolves customer issues and answer question.
3. Process return transaction.
4. Posting journal entries, updating financial statements and record the cash Balance.
5. Invoice processing, bank reconciliation and two way matching.
6. Recording Journal entries and reconcile the account.

December 2020 - June 2022

Situs Amc - Pune India

Accounts and admin assistant

1. Invoice processing and bank reconciliation.
2. Creating a financial statement and balance sheet.
3. Prepare Bank reconciliation.
4. Attending clients calls, Emails and maintain the account.

July 2019- December 2020

Sarfraz Y Shaikh - Solapur Maharashtra India

Junior Accountant

1. Recording Purchasing and Selling Entries and maintain the profit & Loss and Balance sheet.
2. To Record the Bank Statement entries and sales report.
3. Calculate of Vat amount and maintain financial report.

Reference

Reference will be provided on Request