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

Phone +971-503892089
Email mohsin1moholkar@gmail.com
Address :
Burjuman metro station Dubai

Passport Details – T4381647
Valid Untill - 21/4/29
Visa - Currently on visit Visa Valid until
29 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
- Tallly 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 Accountant
1. Registers sales on a cash register by scanning items, itemizing and totaling customers purchase.
2. Resolves customer issues and answer questions.
3. Processes 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 Jounral entries and reconcile the account.

December 2020 - June 2022
Situs Amc - Pune India

Accounts and admin assistant
1. Invoice processing and bank reconciliatioin.
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