



MOHAMMED SHUMAZ KAZI



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kazishumaz@gmail.com



**Near Al Nabba, Al Sharq -
Sharjah – United Arab Emirates**

TECHNICAL PROFILE

- Microsoft Office
- Tally ERP 9
- Photoshop
- Posibolt Cloud Software
- Ticket Booking PGI

LANGUAGE KNOWN

- English
- Kannada
- Hindi
- Urdu

CORE ATTRIBUTES

- Flexibility
- Active Listener & Learner
- Communication skills
- Reliable
- Hardworking

PERSONAL DETAILS

- Date of Birth : 23/12/1996
- Nationality : Indian
- Passport No : L8998980
- Visa Status : Visit Visa

OBJECTIVE

To work in challenging and responsible position in a dynamically progressing organization which will give scope to apply my skills knowledge and constantly grow with the company and attaining a challenging position in any field

ORGANISATIONAL EXPERIENCE

Company: Dream Group International, Bangalore

Designation: Accountant

Duration: 23rd July 2019 –4th Dec 2021

- Maintaining and Keeping Records of payables and receivables.
- Maintenance of book of accounts, General ledger etc.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payment by verifying documentation and requesting disbursements.
- Prepare tax reports on Quarterly reports and file returns.
- Audit conducted every month to tax invoice.
- Responding to all communication (Email, Fax, Over Phone), communicate with internal and external vendors.

INTERNSHIP/PROJECT

- Project titled “A Study on Organization and Over All Functioning of New Mangalore Port Trust”.
- Project titled “A Study on Financial Analysis of The Janata Co-operative Credit Society Limited”.

ACADEMIC RECORDS

- **Master of Business Administration** - SDM College of Business Management Post Graduate Centre for Management Studies and Research, Mangaluru (2017-2019)
- **Bachelor of Business Management** - Bhandarkars' Arts & Science College Kundapura(2014-2017)

DECLARATION

I hereby declare that the information furnished above are true and complete to the best of my knowledge and belief.

Place: Sharjah, UAE

Date: 12/3/2021

MOHAMMED SHUMAZ KAZI