

MOHAMED ALYASIN.S

(Assistant Accountant)



CONTACT

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CAREER OBJECTIVE

To grow with a leading organization that utilizes my abilities to the fullest extent possible, helping me realize and develop my potential and be a part of team that scales great heights and provides exposure to new ideas and stimulates personal and professional growth through continuous learning process and utmost dedication.

STRENGTHH

- Canindependently handle any assignments.
- Flexibility to work as a Team member.
- As a self-motivator, I also have the necessary skills to motivate a team.
- Always ready to take initiatives.
- Financial records and processing.
- Project Management and Budgeting.
- Account Payable and Receivable.
- Good Family Background

EXPERIENCE

1. Assistant Accountant in Neyveli Lignite Corporation Sanmugam contractor from Dec' 2019 to till now.
2. Assistant Accountant in AR. AR. Construction- Chidambaram, Tamilnadu from June' 2018 to Nov'2019.
3. Assistant Accountant in Sundaram Engineering Construction from Aug. 2016 to April 2018.

ROLE AND RESPONSIBILITY

- Bills checking and processing for payment – Vendor, Volunteer Trainers, Programme Officer & central office staff
- Faculty Honorarium Payment Processing.
- Advance Settlements of staffs and trainers.
- Repayments of credit back transactions.
- Performany other accounting & administrative duties as required.
- Ensuring all payments amounts & records are accurate
- Follow up regarding payment with main accounts section of the Institute
- Maintaining records for project staff–Bank

<u>EDUCATION</u> M.Com in Accounting from Bharathidasan University– 64% April 2016 B.Com in Financial Accounting from Bharathidasan University–54% April 2014. H.S.C–Tamilnadu State Board– 58% April 2011.	details, pan card details and contract details • To ensure all filing is done in a timely and accurate manner • Highly organized and able to priorities assignments. • Good knowledge of Internet & E-mailing and communication with People. A clear understanding of the dynamics of direct mails, print, mailing processes. • Fund Balance checking on regular basis. • TDS Deduction of Vendors and Trainers where veris applicable. • TDS Record maintaining in Google drive sheet • Trainers and vendors bank and pan card details registration in ERP system. • Work in TISS ERP System for all accounting. • Sending details in the given form at to raise the invoice for the Funds or Grant received from the funders. • Sending details and taking follow up for the GST Review on the Fund or Grant received from the funder. • Any other work assigned by the Seniors or Direct or of the Project.
<u>COMPUTER PERFORMANCE</u> • Operating System:MS DOS, Windows XP. • Other Courses:MS-Office Tally ERP 9 • Typing Course:40 Words Per Minute	<u>PERSONAL INFORMATION</u> Date of Birth : 03-06-1994. Marital Status : Single. Languages Known: English ,Tamil Nationality : Indian Religion : Muslim Passport No. : P3665359 Place of Issue : Chennai Date Of Issue : 09-09-2016 Date of Expiry : 08-09-2026

DATE:

PLACE:

MOHAMED ALYASIN.S.