

CURRICULLAM VITAE

MOHAMMAD
KAMIL

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- **Matriculation(Commerce)**10th From Board of High Secondary Education, U.P
- **Intermediate (Commerce)** 12th From Board of Secondary Education, U.P
- **B.com.** From Rohilkhand University, Bareilly U.P.

Technical Skills

- Six months Diploma in Basic Computer.
- Fundamentals, MS-Office, & Internet.

Professional Experience

Designation : Asst. — Finance & Accounts.

Company : Opaxa Crafts Private Limited, Village Burhanpur, Post- Patai
Khalsa, NH-9, Amroha

Duration : April-2016 to December-2023

Job Responsibilities

- Disbursements of approved expenses i.e. bills, salaries, through various modes Cheques/ RTGS/ NEFT/DD/Cash.
- To initiate timely verification of sub contractors and suppliers bill and ensure their timely payments.
- Auditing and feeding Supplier bills and Cash Payments for daily Expenses.
- Checking of book of account i.e. Imprest book, Supplier Ledger, Contractor ledger Expense ledger , Purchase Book, Bank book etc.
- Making & forwarding salary letters for banks to ensure smooth and correct transfers of salaries in the respective accounts of employees.Also see the compliance salary
- Preparation of Debtors and Liabilities statement.
- Verification and processing of journal, Bank & Payment Voucher for ensuring proper accounting.
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Personal Details

Date of Birth	20/05/1995
Current Address	Mohalla Danish Mandan, Amroha (U.P)-244221
Sex	Male

Declaration

I hereby declare that the above-furnished information is true and correct to the best of my knowledge.

Place: Amroha

(Mohammad Kamil)

Date: