

Mohammed Mohsin Ahmed

CONTACT

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TECHNICAL SKILLS

- Computer Skills
- Communication Skills
- Creativity Skills
- Time Management
- Listening Skills
- Operation Management

PERSONAL SKILLS

- Analytical thinking
- Research skills for problem solving
- Decision making with conviction
- Self-motivated to achieve goals
- Leadership, Adaptability

CAREER OBJECTIVE

Seeking an opportunity in a reputed organization that offers enhancement of my knowledge and challenging environment so as to grow along with the objectives of the organization.

WORK EXPERIENCE

1. Worked as a **Procurement Officer & Accountant**

At **Alkulaib Group, BAHRAIN** – 8 Years & 10 Months

(Mar 2014 to Jan 2023)

Responsibilities:

- Developed procurement strategies for supply chain optimization, cost reduction, and operational efficiency.
- Researched suppliers, assessed capabilities, and negotiated contracts.
- Planned purchases of equipment, materials, services, and supplies.
- Achieved 20% cost savings while maintaining quality through contract negotiation.
- Nurtured vendor relationships for favorable purchase terms.
- Enhanced promotion, pricing, and inventory planning for increased flow, revenue, and profits.
- Identified cost-effective suppliers through networking and strategic sourcing.
- Managed orders, records, and supplier coordination for timely deliveries.
- Successfully led 30+ residential projects at Alkulaib Group.

2. Worked as an **Assistant Accountant**

At **Prajay Engineers Syndicate Ltd., HYD.** – 2 Years & 3 Months

(Aug 2011 to Nov 2013)

Responsibilities:

- **Maintaining General Ledgers:** Responsible for recording and posting transactions in the ledgers.
- **Accounts Oversight:** Supervise the preparation of accounts payable, accounts receivable, bills, and other financial documents.
- **Transaction Posting:** Post purchase vouchers, payment receipts, and other expense bills accurately.
- **Compliance Assurance:** Ensure adherence to accounting principles, regulations, and company policies.
- **Reconciliation:** Perform account and vendor reconciliations, addressing any discrepancies.

EXTRA- CURRICULAM ACTIVITES

- ☐ Volunteered in many College Programs.

PERSONAL STRENGTHS

- Good analytical and planning skills.
- Good Accuracy and attention to details.
- Outstanding skills in customer service.
- Relationship Building.

3. Worked as an **Audit Executive**

At **RP Nagla & Co.** – 1 Year & 5 Months

(Jan 2010 to Nov 2011)

Responsibilities:

- Conduct thorough financial audits to ensure accuracy and compliance with regulations.
- Analyze financial records, invoices, and statements to verify their accuracy and completeness.
- Identify potential financial risks and irregularities, recommending appropriate controls.
- Assist in the development of audit plans, scoping, and resource allocation.
- Maintain utmost confidentiality while handling sensitive financial information.
- Foster positive client relationships by delivering value through effective audits.
- Collaborate with audit teams to share insights, coordinate tasks, and achieve audit objectives.

Post-Graduation Degree

Anwar-UI-Uloom College of Business Management –

(2007-2009)

(Osmania University)

In MBA (Finance & Marketing) with Aggregate 62%

Bachelor Degree

A.H.M.V. Degree College – (2003-2007)

(Osmania University)

In B. Com (Computers) with Aggregate 63%

Intermediate

Kakatiya Junior College – (2001-2003)

(APBIE)

In CEC with Aggregate 50%

High School

Kakatiya High School – (2001)

(SSC)

With Aggregate 54%

TECHNICAL QUALIFICATIONS

EDUCATION

- MS Office
- MS Word
- Zoho Books
- Tally
- Outlook

- MS Excel
- MS Powerpoint
- Sage50
- SAP(MM)

PERSONAL STRENGTHS

- Proficiency in gathering, evaluating, and utilizing information from various sources.
- Efficient organization and prioritization of tasks to meet deadlines.
- Ability to analyze data and information to solve business problems.
- Effective written and verbal communication skills for professional settings.
- Proficiency in basic mathematical concepts and calculations related to business.

PERSONAL INFORMATION

DOB : 21/02/1986
Gender : Male
Nationality : Indian
Languages : English, Urdu, Hindi, Telugu, Arabic
Marital Status : Married
Postal Address : Saidabad – 500059, Hyderabad, Telangana, India.

DECLARATION

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

Place: Hyderabad, Telangana

(Mohammed Mohsin Ahmed)