

MD.ADNAN KAUSAR

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CURRICULUM VITAE

CAREER OBJECTIVE	<p>⇒ To pursue a dynamic and challenging career with an organization of repute, and integrating my own goals with the organization's, so as to become a catalyst in each other's growth.</p> <p>⇒ During Articleship I will assumed responsibilities and met deadlines effectively.</p> <p>⇒ Responsibilities included assisting, coordinating and execution of various assignments.</p>
PROFESSIONAL QUALIFICATION	<p>C.A. - CPT June, 2009.</p> <p>C.A. – IPCC Nov, 2010.</p>
ACADEMIC QUALIFICATIONS	<p>B. Com (B.R.A.Univ. Bihar) 2011</p> <p>H.S.C. (CBSE Board) 2008</p> <p>S.S.C. (JMI Board, Delhi) 2005</p>
COMPUTER QUALIFICATION & SKILLS	<p>⇒ Completed 100 Hours of (IT) Training Under ICAI</p> <p>⇒ MS Office</p> <p>⇒ MS Excel</p> <p>⇒ Internet operations</p> <p>⇒ Tally 9.0, Tally ERP.</p>
EXPERIENCE	<p>3 Years work at Dilip Khetan & Co. as Accountant and related works including various tax calculations, returns filing, preparation of statements of accounts and audit related works.</p>