**CURRICULUM VITAE**



**RAJ HUSSAIN**

Village – MISHRAULI

Post – DANDOPUR

Dist. KUSHINAGAR (U.P.) 274304

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**Post Applied For: “CASHIER ”**

**SUMMARY**

Seeking opportunity with a dynamic and innovative organization, using my management skills for the expansion of the business as well as personal growth, where I can utilize as well as develop my skills to an optimum level and thereby contribute to the overall growth and profitability of the organization.

**PROFESSIONAL QUALIFICATION**

* Performance at Examinations conducted by “YESH INSTITUTE OF INFORMATION TECHNOLOGY

|  |  |
| --- | --- |
| **Examination (Stage)** | **Year** |
| DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING | JUN 2016 |
| Tally ERP 9.0, Microsoft Excel and all | DEC 2016 |

**ACADEMIC QUALIFICATION**

|  |  |
| --- | --- |
| **Examination** | **University / Board** |
| High School | U.P. Board, Allahabad |
| Intermediate | U.P. Board, Allahabad |
| B.com | D.D.U. GKP University |

**WORK EXPERIENCE (GULF)**

**Organisation :FUEL MARKET INTEGRATED LIMTED COMPANY**

DAMMAM SAUDI ARBIYA

**Designation :**CASHIER .DATA ENTARY .PAYROLL

**Duration :** 05 Oct 2019 to 01 Nov 2021

**Experience :** 2-year experience

**Duties & Responsibilities’:**

* Worked in Project Accounting
* Handled Account Reconciliations
* Assignments related to Escalatable Analysis.
* Assisted in Internal Audit related matters.
* Conducted BCP Audit & Self Assessment Audit for the Process Team.
* Undertook steps for Escalatable Reduction.
* Participated in various process related improvement projects.
* Involved in Projection & Estimation of Escalatable Target for FY 12.

**Tax Matters:**

* Assisted in Income Tax Matters for providing consultancy services to various corporate and non corporate clients.
* Conducted Tax Audit.

**WORK EXPERIENCE (INDIA) 03 Years:**

**(A) Organization : BHARATIYA AIRTEL PVT.LTD**

**Designation :** DATA ENTARY.BALENCE SHEET

**Duration :** May 2017 to January 2018. (Delhi)

**(B) Organization :** **Offshoot agency PVT. LTD.**

**Designation :** EXCEL PAYROLL DATA BASE

**Duration :** July 2015 to March 2017 (Delhi)

**Strengths:**

* Ability to work in a team as well as an individual.
* Energetic, Highly Motivated and Creative.
* Positive, Committed and Flexible.
* Ready to take challenges.

**COMPUTER PROFICIENCY:**

* Completed GNIIT course titled “I.T. Fundamentals from DCFA”.
* Obtained Certificate of Completion of “Computer Training Course” conducted by DCFA.
* Achieved Certificate for successful completion of Training on Understanding Technology in the corporate environment at ICA in association with ICSI.
* Proficient in operating SAP, Tally ERP 9, ACE and related accounting softwares & in Excel and Power Point presentations.

**HOBBIES & INTERESTS:**

* Reading Books of Interest, Spending time in increasing computer knowledge, surfing, traveling, listening to music, playing cricket & basketball.

**PASSPORT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Passport No.** | **Date of Issue** | **Date of Expiry** | **Place of Issue** |
| R 9840074 | 08/05/2018 | 07/105/2028 | Lucknow |

**PERSONAL PROFILE**

Father’s Name : Mr. MASARUDDIN

Date of Birth : 14-07-1996

Linguistic Proficiency : English, Hindi, Arabic & Urdu

Location Preference : Mobile: +91 8081312079

**DECLARATION:**

* I hereby assure you that all the information quoted by me is true to the best of my knowledge and efforts.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_

**(RAJ HUSSAIN)**