**CURRICULUM VITAE**

**JULAYA MO. FAIZAN MO. MUNAF**

**H.NO.:-256/2 Saodagar NiMoti Pole,gali No.2s**

**Jamalpur Ahmedabad :- 380001**

**Contact no.9737261292, 7405304544**

**Email Id:** [**faizanjulaya@gmail.com**](mailto:faizanjulaya@gmail.com)

CAREER OBJECTIVE

* To serve my organization in the best possible manner by providing competitive edge and keep on searching new areas of improvement and opportunities.

ACADEMIC QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **YEAR OF PASSING** | **Institute/University** | **% AGE/DIVISION** |
| S.S.C | March-2010 | G.S.E.B | PASS |
| H.S.C | March-2012 | G.S.E.B | PASS |
| B.com | April - 2015 | Gujarat University | PASS |

Professional qualification

1) I Have Done **M.S.Office,and Tally Erp 9** With First Class Form ITI AND GFD.

computer skills

Good Knowledge about the windows operating systems, Microsoft Office with good command in Word, Excel & Internet

STRENGTHS & WEAKNESSES

Hard working and adaptability are my core strengths.

Have no weaknesses yet.

Expierence

1. Dalia Motors In Mithakhadi, As a Cashier For Seven Month.

* **Responsibilities Are Following**
* Handling Cash
* Maintains Bills , Voucher, coupon

1. Shrinath Cargo (P) Ltd, In Shahibaug, As a Account Assistant Since–2015(November) & Since 2021 ( November ),
2. M.S. Architectural Solutions In Sabarmati As a Accountant Since–2021(November)

* **Responsibilities Are Following**
* All Branches Office Expense,
* Create Jounaral Entry,
* Maintains Daily Cash-Book,
* Service Tax, Tds, GstPaid Monthly
* Maintains Vender Bill& Franchise Payments,
* BRS Report(Bank Reconciliation Statement**).**
* Sale Purchas Entry
* GST Reconciliation

PERSONAL DETAILS

**Name :** JULAYA MO.FAIZAN MO,MUNAF

**Date of Birth :** 10/09/1993

**Sex :** Male

**Marital status :**Unmarried

**Hobbies :** Reading & Play Cricket, Travelling,

**Nationality :** Indian

**Languages Known :** Gujarati, English and Hindi.

Declaration

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Signature

( F.M. JULAYA)

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