**MUKKADAS JAFAR HUSEN SAIYED**

Kamalpura road, Near Saat Sancha,

Palanpur, Gujarat, India

**E-mail:** [munnusaiyed791@gmail.com](mailto:munnusaiyed791@gmail.com)

**Contact number:** +919601767779

**Date of Birth:** 11-04-1993

**Languages Known:** English, Hindi, Gujarati and Working Knowledge of Urdu

**Sex:** Male

**Marital status:** Unmarried

**Nationality:** Indian

**Hobbies:** Listening Music and Internet Surfing

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | **Year of Passing** | **Board/ University** | **Obtained Marks/ Grades** |
| S.S.C. | **2010** | G.S.E.B.  (Vividhlakshi Vidyamandir, Palanpur, Gujarat) | **70%** |
| Diploma in Hardware and Networking | **2013** | Pratima Institute, Mehsana, Gujarat | **A** |

**KEY SKILLS:**

* Good command over calculations
* Keen observer
* Quick learner
* Loyal towards work and duties
* Good communication skills
* Good marketing skills
* Project management skills
* Customer handling skills
* Financial analyses and financial reporting skills

**SOFTWARE PROFICIENCY:**

* Expert in computer related operations
* Expert in MS Word, MS Excel and MS PowerPoint
* Internet operations and Email handling
* Basic knowledge regarding Tally

**PERSONALITY TRAITS:**

* Strong Motivational and Leadership skills
* Exceptional client handling skills
* Positive attitude
* Excellent communication skills for writing as well as verbal also

**EMPLOYMENT HISTORY:**

* I have been working in Vaishnodevi Refoils & Solvex since last 3 years as an Assistant Accountant.
* I have been handling all office related work like Mailing the invoices to the clients, maintaining office files, preparing monthly reports, maintaining all ISO 22000-2005 data, purchasing management of machinery tools and parts, travelling for office work in various states, maintaining the labors and preparing the monthly salary list of the labors.

**CURRENT SALARY:**

* 15000 per month+ Daily Travel Allowance & Dearness Allowance

**DECLARATION:**

I hereby declare that all the details given above are true to the best of my knowledge and belief.