**CURRICULUM VITAE**

**Mohd Moosa Raza Rizvi**

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Lucknow, Uttar Pradesh, India

**Objective**

To pursue and excel in a growth-oriented organization in order to utilize my skills and experience

for the growth and prosperity of the organization which will simultaneously facilitate my career

and professional growth**.**

**Work Experience**

**Company Name** **: Pandey & Associates, Chartered Accountants, Lucknow, India  
Position Held : Accountant**

**Duration** **:** **From April 2016 to March 2018**

**Company Name : Katanga Engineering, Lubumbashi, Democratic Republic of Congo**

**Position Held : Accountant**

**Duration : May 2018 onwards**

**Responsibilities**

* Recording of expenses & Purchases and materials delivery.
* Make profit & Loss report and submit to the Manager.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
* Bank reconciliation & ledger account reconciliation.
* Installation and back up of Tally.
* Urgent maintenance of computer hardware and software up gradation etc.
* Making vouchers and entries manually as well as on Tally ERP 9.0.
* Making cheques for parties.
* Making outstanding details & follow up.
* Preparation of individual salary statements on monthly basis.

**Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Course** | **University / Board** | **Year** |
| B. Com | Lucknow University | 2018 |
| 10+ 2 (12th Standard) (Commerce) | Uttar Pradesh Board | 2013 |
| High School | Uttar Pradesh Board | 2011 |

**Technical Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Diploma** | **Conducted by** | **Duration** | **Status** |
| Diploma in Office Automation | Unity Industrial Training Centre | 3 months | Completed |
| Diploma in Tally ERP 9.0 | Iqra Commerce Academy | 6 months | Completed |

**Computer Skills**

Microsoft Office (MS – Word, Excel, Power Point), Tally ERP 9.0 and Internet

**Personal Traits**

Ability to learn things fast

Takes responsibility, creative

Self confident with positive mind set

Hard working

Good communication skill

Honest

**Languages Known**

English, Hindi and Urdu

**Personal Information**

Father’s Name : Mr. Jafar Raza

Mother’s Name : Mrs. Anees Fatima

Gender : Male

Date of Birth : 10th October 1995

Nationality : Indian

Religion : Islam, Muslim

Languages Known : English, Hindi and Urdu

Marital status : Single

**DECLARATION**

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

**Place: Lubumbashi, Democratic Republic of Congo**

**Date:**  **(Mohd Moosa Raza Rizvi)**