### Objective

Intended to build a carrier with a leading corporate of Hi-Tech environment with committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in challenging and creative environment.

### Mohd.Amir Email Id:

[amirmd0003@gmail.com](mailto:amirmd0003@gmail.com)

### Contact No:

 +91-9719471137

+91-8273632067

### Present Address:

 M-23/2,

##  Ghaffar Manzil,

 Okhla, Jamia Nagar,

 New Delhi-110019

### Permanent Address:

 H.No. 206,

 Mohalla Pachayan, Islam Nagar

 Dist.- Badaun(U.P.)

 Pin- 243723

### Personal Information:

Sex**:** Male

Nationality**:** Indian Marital Status**:** Single

Date of Birth**:** 07th March 1990 Passport No. M2158515

### Father’s Name :

Mr. Naseemuddin

**Experience:**

**Currently working with A.B.INFRAZONE PVT. LTD. as a**

**Back office And Accounts Executive from May 2014**

**Positive Traits**

Enjoy working in a systematic environment, Quality conscious, Dynamic, Strong will power, High sense of responsibility, Locational and Situational adaptability, believe in motivation as a key factor to team performance, Sincere and Dedicated.

### Functional Experience

1. Company’s secretarial works.
2. To Prepare a Fit-outs Bills.
3. Maintaining Running Bills Records.
4. Document Control at site & head office.
5. Working on Microsoft tools & ***Busy 14***
6. Preparation of accounts payables and receivables. Preparation of sale invoices and journal vouchers and depreciation voucher.
7. Helps in preparing sales / purchase ledger duties, cash books and payroll.
8. Typing Speed minimum 30wpm.

### Academic Profile

|  |  |  |
| --- | --- | --- |
| **Exam** | **Board/University** | **Year** |
| **High School** | **U.P. Board** | **2005** |
| **Intermediate** | **U.P. Board** | **2008** |
| **Graduation (B.B.A)** | **Jamia Hamdard**  **University, New Delhi** | **2011** |
| **Post-Graduation**  **(M.COM.)** | **M.J.P.Rohilkhand**  **University, Bareilly** | **2016** |
| **Technical Education** | | |
| **Diploma in**  **Computer Application** | **Universal Computers** | **2012** |
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**Location:**

Delhi, NCR.

### Languages:

**Hobbies**

* + Reading Books
  + Playing Cricket
  + Listening Music

English, Hindi& Urdu.

### Time required to join:

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# Date:

**Mohd.Amir**