

CURRICULUM VITAE



ASLAM MIYAN

CAREER OBJECTIVE

To Pursue A Challenging Career In Leading And Progressive Organization Offering Opportunities For Utilizing My Skills Towards The Growth Of The Organization, Thereby, In The Long Run Preparing Myself For Taking A Greater Responsibility Within The Organization.

ACADEMIC QUALIFICATION

- 10th passed from BSEB Board Patna (2022)
- 12th passed from BSEB Board Patna (ARTS) (2024`)



aslammiyanmth845401@gmail.



+91-6207396176

COMPUTER PROFICIENCY

Personal Details

Fathers Name :Gayasuddin Miyan

Date of Birth : 01-01-2005

Gender : Male

Nationality : Indian

Marital Status : Unmarried

Language : English,Hindi

ADDRESS :

Vill-Siswa, Po-Siswa, Ps-Banjariya
Dist-East Champaran Motihari
Bihar 845401

WORK EXPERIENCE

- 1 Year Company Experience of **Mahajan Industries & Osakatek India Pvt. Ltd.**
- 1 Year Experience **Google cybre cafe motihari 845401**

NATURE OF WORK

- Bank Reconciliation & Ledger Accounts Reconciliation
- Entries Of Cash Book, Sales, Purchase Bills & All Type Of Entry
- Maintain Ledger For Sales, Purchase
- Making Vouchers & Maintaining Subsidiary Books
- Maintain Books Of Account Keep Preparing Of Invoicing Day To Day Accounts.
- GST Knowledge
- Tax Calculation

HOBBIES:

- Badminton
- Playing Computer Game

SKILLS

- Honest and Punctual.
- Pleasant personality with good conversation skills.

DECLARATION

I hereby declare that the above mentioned information is correct up to the best of my knowledge and i bear the responsibility for the same.

- Positive Attitude
- Self - Motivate
- Hardworking

(ASLAM)

KEY STRENGTH

