

---

**Juned Ahmad**

---

**Email:** juned\_ahmad15@yahoo.com **Mobile No.** 91+8454829978  
K10/704, MMRDA Complex, Kanjurmarg Station (w)  
Mumbai, Maharashtra-400078

---

**Career Objective:**

To work towards growth, perform as per the best of my knowledge experiences and capabilities. I am consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

**Achievements:**

Successfully achieved assigned Targets  
Learn new systems quickly  
Exposure of interacting with clients and understanding their requirement  
Comfortable in high stress situations

**Work Experience & Profile**

S/L	Company/Entity Name	Designation/Role & Work Profile	Period	Work Experience
1	HDFC Bank Ltd Vile Parle (Mumbai)	<b>Sale Executive</b> (Saving & Current Account Opening)	01/10/2007 to 31/12/2007	3 Month
2	Versatile Projects & Commercial Group (Proprietor Ship Firm) Mumbai,	<b>Accounting Work</b> (Work on Tally Software To Record Financial Transaction)	01/01/2008 to 28/02/20014	6 Years 2 Month
3	VPCG EXIM PVT LTD (Mumbai)	<b>Import-Export Executive</b> (Handling/Execute the Documents of Shipping, CFS/Ware House and Foreign Remittances, Bill of Entry and shipping Bill Filing, Co-Ordinate with Shipping and ware house company etc.	20/03/2014 to Till Date	7 Years 11 Month

**Total Work Experience: 14 Year 4 Month**

**Highlight of Qualification**

- 10<sup>th</sup> from U.P. Board in 2000
- 12<sup>th</sup> from U.P. Board in 2002
- B.Com 2005 (Veer Bahadur Singh Purvanchal University, Jaunpur U P)
- M.Com 2007(Veer Bahadur Singh Purvanchal University, Jaunpur U P)

---

**Academic Details**

---

- B.Com, V.B.S. Purvanchal University Jaunpur 1023/1800, 56.83% 2005
- M.Com, V.B.S. Purvanchal University Jaunpur 678/1200, 56.50% 2007

---

**Technical Skills:**

---

- Well versed in Tally Prime (Accounting Software)
- Have a good knowledge of Ms-Word, Ms-Excel

---

**Preferred Location :**

---

- **Mumbai**

---

**Strength**

---

- After having worked for a couple of year, I realized my strength is accomplishing a large amount of work within a short period of time. My senior always appreciated it.

---

**Hobbies**

---

- Tour & Travel

---

**Declaration**

---

- I hereby declare that above and below furnished information is authentic to the best of my knowledge.

---

**Personal Details:**

Father name	:	Mohammad Naeem
Date of Birth	:	15/08/1985
Gender	:	Male
Blood Group	:	O+ve
Nationality	:	Indian
Marital Status	:	Married
Spouse Name	:	Rabiya Bano
Kids	:	(1) Alia Juned Ahmad Shaikh, (2) Tanvir Juned Ahmad Shaikh (3) Umair Juned Ahmad Shaikh & (4) Zaara Juned Ahmad Shaikh
Pass Port No	:	IND U6057328
PAN No	:	AMPPA3797D
Languages known	:	English, Hindi & Urdu.

**Personal Traits:**

I hope that you will find my resume as per your requirements my resume contain all the detail regarding my qualification and experience. I like to assure that if you will be given a chance to serve in your esteemed or organization, you will positive feel satisfied with my attitude and working.

**Place: Mumbai**

**Date: 31/05/2022**

**Juned Ahmad**