**Curriculum Vitae**

**MD** **EJAZ Add : 35/1c McLeod Street Kolkata 700017.**

**Mobile : 9007788071.**

**Email : ejazalam650@gmail.com.**

**Career Objective:**

**Take a learning experience which will help to gain experience and knowledge of the background processes. As a continuous development to face challenge. That would help my life and successful career.**

**JOB EXPERIENCE:**

1. ***EJAZ SANITATION.( TILES,SANITARY WARE,PIPE&FITTING)***

**My key job responsibilities:-**

* **1. Tiles, Sanitary and Pipe&fitting Purchase and Sale.**
* **2. Counter & field sales.**
* **3. Marketing.**
* **4. Stock update.**
* **5. Cold calling & Lead Generate.**
* **6. Loading & unloading done by labour.**
* **7. Goods pickup & drop bone by transport.**
* **8. Accounting & Billing.**
* **9.Tally Erp9 account entry.**
* **10.GST(IGST,SGST,IGST).**
* **11. MS WORD,MS EXCEL,MS POWER POINT.**
* **12. Manage filing documentation .**
* **13. Office work related to the business.**

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Board/University** | **College/School** | **Year Of Passing** |  |
| **B.Com** | **Calcutta university** | **Syamaprasad college** | **2012** |  |
| **Higher Secondary** | **W.B.B.S.E** | **Md. Jan high School** | **2009** |  |
| **Madhyamik** | **W.B.B.S.E** | **Islamia high school** | **2007** |  |

**Technical Qualification:**

**Completed CIA+99 (Certified Industrial Accountant) course from ICA an ISO 9001 INSTITUTE.**

**Computer skill: Ms word, Ms excel, PowerPoint, outlook express.  
(Course: Basic, F.O.A. Tally ERP9, Advanced Practical Accounts, Taxation, Central Excise & Service-Tax, Investment &Labour-Laws, R.O.C. and Banking and personality Development Program with Effective Business Communication).**

**Career Intention: ACCOUNT CUM SALES & MARKETING EXECUTIVE**

**Personal Details:  
   
 Date of Birth : 10th February, 1990**

**Father’s Name : Late.Md Habib**

**Nationality : Indian  
 Marital Status : Married.**

**Languages Known : English, Hindi, & Bengali.**

**I declare that the above statement are true & correct to the best of my knowledge.**

**Place: Kolkata Signature**

**DATE :**

**(MD EJAZ)**