

# **CURRICULUM VITAE**

## **MOHD. RAZA**

**S-2/401, M.S.Apartment,**

**K.G.Marg, New Delhi-110001**

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**Contact No: - 8826156906**

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### **Career Objective:-**

To be integrated part of the company to utilize the experience and the education for benefit of the organization and to work for satisfaction.

- To work with dynamic organization with complete devotion and dedication of its complete growth and self development.
- To learn and get experience in the Finance

### **Accounting Skills:-**

- Ability to work in a team.
- Hardworking & Flexible with work.
- Sound knowledge of Accounting Principles.
- Able to understand any minor or major mistakes in accounts.
- Prioritizing skills to manage a varied and pressurized workload.

### **Work Experience:-**

- One Year Five Month experience in **R & D Section to MoD (Finance)**, as a M.T.S (Maintain File Record, Letter Typing, Email Handling & Received Phone calls) in DRDO Bhawan, New Delhi.

### **Educational Qualification:-**

- B.Com from Jamia Millia Islamia 2017.
- Senior Secondary School (10+2) with C.B.S.E Board with commerce subjects in 2014.
- Secondary School (10<sup>th</sup>) Passed from C.B.S.E Board in 2012.

### **Computer Proficiency:-**

- 3 Month Computer Course (Contents: MS Office, MS Word, MS Excel, and Power Point) from Bhartiya Vidya Bhawan, New Delhi.
- 3 Month Course of Tally ERP 9.0 from Bhartiya Vidya Bhawan, New Delhi.
- Customer Service Associate Training from NIIT.
- Knowledge of Internet tools.

**Personal Qualities:-**

- Willingness to Learn New Things
- Straight forward to work
- Quick learner

**Personal Details:-**

Name	: Mohd. Raza
Father's Name	: Mr. Rafiq Ahmed
Mother's Name	: Mrs. Nafisa
Date of Birth	: 18 <sup>th</sup> February, 1997
Marital Status	: Unmarried
Nationality	: Indian
Languages Known	: Hindi, English

**Date:****Place: New Delhi****(Mohd. Raza)**