**NAZIR KHAN**

**Email:khannazir656@gmail.com**   
Contact No.: +91-**9556152971,7008384359**

**Career Objective**

To seek challenging avenues where my knowledge and experience matches with the organization's growth.

**Profile Summary**

* Extensive knowledge in day by day accounting tasks: entered **Account payable and account receivable** processed payments, organized client billing folders, procedure documentation.
* Good knowledge of liabilities and payment obligations.
* Excellent in utilization of all resources.

**Personal Qualities**

* Strong leadership and motivational skills.
* Ability to handle pressure.
* Excellent in communication in written and verbal both.
* Ability to handle the team.

**Academic**

* BCOM in from Utkal Universit Orissa.
* Council of Higher Secondary Education(+2) Commerce Orissa.
* 10th standard Board of Secondary Education from Nilamani Smruti Bidyapitha Orissa.

**Computer Knowledge**

* Tally ERP 9.0, MS-Office, Excel, PowerPoint and Internet Applications.
* PGDCA (post Graduate Diploma in Computer Application)
* Senior Typing (More than 25 Speed)

**Extra Curricular Activities**

* Participating in Kabbadi at junior intermediate level.
* Participation in University level skirts.
* Participation in NSS volunteer.

**Job Experience**

* I have One year six months experience in **Haque Logistics pvt.ltd as a MIS** (management information system)From 04/05/2015 to 30/11/2016.

**Hobbies**

* Listening music.
* Watching Television.
* Web Browsing.

**Personal Details :**

Name : NAZIR KHAN.

Date of Birth : 19th march 1993

Sex : Male

Marital status : Single

Nationality : Indian

Languages Known : English, Hindi, Oriya and urdhu

Hobbies : Making friends, reading Newspaper, watching news channel,

Father’s Name : Chhaku Khan

Permanent Address : AT-Khulisha, PO-Baharana, PS-Nimapara, DIST-Puri,PIN-752120

**Declaration**

I hereby declare that the above written particulars are best of my knowledge and belief.

Place:

Date:

**(NAZIR KHAN)**