**SIKENDAR**

Sadguru Empire,

S.No.78/1, Near Accurate Company

Dangat Estate N.D.A Road

Shivane Pune Mobile No : 9986129160

Maharashtra-411023 Email Id : sikendarj@gmail.com

**CAREER OBJECTIVE**

To be part of growing organization where my skills and abilities can be utilized.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institutes** | **Board/University** | **Year** | **Percentages** |
| B.Com | GFG College Sedam | Gulbarga University | 2014 | 68.19% |
| P.U.C | GJ College Sedam | Karnataka P U Board | 2011 | 68.83% |
| S.S.L.C | KBHS Mudhol | K.S.S.E Board | 2009 | 55.68% |

**TECHNICAL SKILLS**

* MS Office package
* Tally ERP 9.0

**VACANTIONAL COURSE**

Certification in Office Administration course from ICICI Academy for Skills in Bangalore.

* Communication skills
* Basic of banking
* Basic accounts
* Customer service
* Office management

**PERSONAL SKILLS**

* Positive attitude
* Team player
* Hard worker

**HOBBIES**

* Listening To Music
* Playing Cricket

**EXPERIENCE**

Muthoot Fincorp LTD at Adugodi Branch Bangalore,

Working as a CSE (Customer Service Executive) from 22 may 2015 to 30 march 2016.

**JOB PROFILE:**

* Gold loan process, Gold appraisal & Estimation.
* Cash transactions, maintaining the cash book & important Registers.
* Computer operations, creating customer profiles for gold loan software.
* Strong Room operations.
* Maintaining Pledge, Release, Part payment & Consolidation Registers.
* Maintaining Ledger, Trail Balance, & Profit and Loss Account Registers.
* Western Union, Money Gram, Money Transfer, Forex and xpress money all the

Transaction process.

* Secure Debenture (SD) Process.
* Maintaining Day Book & Daily Statement registers.
* Maintaining Bank reconciliation statement (BRS).
* MIS Process­ Management Information System.
* Explaining to customers about our products.

**SECOND JOB:**

**Employment Details:**

Associated with the Chartered Accountancy firm Niranjan and Narayan Chartered Accountants Hyderabad from 01st May 2016 to 31 August 2017 as a Paid Assistant.

**Job Profile at Niranjan and Narayan Chartered Accountants:**

* Internal Audit (Bank Concurrent Audits);
* Statutory Audit;
* Preparation and finalization of Statutory Body accounts;
* Preparation of Statutory Records and Documents.

**Companies Audited:**

* Rural Development and Panchayath Raj .(RDPR) audit of Koppal, Gadag, Districts;

**Computer Skills:**

* Accustomed to working in a computerized LAN enabled environment;
* Conversant in MS Office;
* Conversant in Windows & familiar with internet operation.

**PERSONAL DETAILS:**

Father’s Name : Balyanayak

Mother’s Name : Kashi Bai

Date Of Birth : 10th June 1992

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Hindhu

Permanent Address : At Post-Jakanpalli

Tq : Sedam

Dist :Gulbarga

Karnataka - 585318

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

PLACE : Bangalore You’re Faithfully

DATE : **( SIKENDAR )**