



Mohd.Amir

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Contact No:

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Present Address:

✍ M-23/2,
✍ Ghaffar Manzil,
✍ Okhla, Jamia Nagar,
✍ New Delhi-110019

Permanent Address:

✍ H.No. 206,
✍ Mohalla Pachayan, Islam
Nagar
✍ Dist.- Badaun(U.P.)
✍ Pin- 243723

Personal Information:

Sex: Male
Nationality: Indian
Marital Status: Single
Date of Birth: 07th March 1990
Passport No. M2158515

Father's Name :

Mr. Naseemuddin

Experience:

**Currently working with
A.B.INFRAZONE PVT. LTD. as a
Back office And Accounts
Executive from May 2014**

Objective

Intended to build a carrier with a leading corporate of Hi-Tech environment with committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in challenging and creative environment.

Positive Traits

Enjoy working in a systematic environment, Quality conscious, Dynamic, Strong will power, High sense of responsibility, Locational and Situational adaptability, believe in motivation as a key factor to team performance, Sincere and Dedicated.

Functional Experience

1. Company's secretarial works.
2. To Prepare a Fit-outs Bills.
3. Maintaining Running Bills Records.
4. Document Control at site & head office.
5. Working on Microsoft tools & **Busy 14**
6. Preparation of accounts payables and receivables.
Preparation of sale invoices and journal vouchers and depreciation voucher.
7. Helps in preparing sales / purchase ledger duties, cash books and payroll.
8. Typing Speed minimum 30wpm.

Academic Profile

Exam	Board/University	Year
High School	U.P. Board	2005
Intermediate	U.P. Board	2008
Graduation (B.B.A)	Jamia Hamdard University, New Delhi	2011
Post-Graduation (M.COM.)	M.J.P.Rohilkhand University, Bareilly	2016
Technical Education		
Diploma in Computer Application	Universal Computers	2012

Location:

Delhi, NCR.

Languages:

English, Hindi& Urdu.

Time required to join:

Hobbies

- Reading Books
- Playing Cricket
- Listening Music

Date:**Mohd.Amir**