

## **CURRICULUM VITAE**

### **Mohd Moosa Raza Rizvi**

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Lucknow, Uttar Pradesh, India

### **Objective**

To pursue and excel in a growth-oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

### **Work Experience**

**Company Name :** Pandey & Associates, Chartered Accountants,  
Lucknow, India

**Position Held :** Accountant

**Duration :** From April 2016 to March 2018

**Company Name :** Katanga Engineering, Lubumbashi, Democratic Republic  
of Congo

**Position Held :** Accountant

**Duration :** May 2018 onwards

### **Responsibilities**

- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Make profit & Loss report and submit to the Manager.
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- ❖ Bank reconciliation & ledger account reconciliation.
- ❖ Installation and back up of Tally.
- ❖ Urgent maintenance of computer hardware and software up gradation etc.
- ❖ Making vouchers and entries manually as well as on Tally ERP 9.0.
- ❖ Making cheques for parties.
- ❖ Making outstanding details & follow up.
- ❖ Preparation of individual salary statements on monthly basis.

### **Educational Qualifications**

<b>Course</b>	<b>University / Board</b>	<b>Year</b>
B. Com	Lucknow University	2018

10+ 2 (12 <sup>th</sup> Standard) (Commerce)	Uttar Pradesh Board	2013
High School	Uttar Pradesh Board	2011

### Technical Qualifications

Diploma	Conducted by	Duration	Status
Diploma in Office Automation	Unity Industrial Training Centre	3 months	Completed
Diploma in Tally ERP 9.0	Iqra Commerce Academy	6 months	Completed

### Computer Skills

Microsoft Office (MS – Word, Excel, Power Point), Tally ERP 9.0 and Internet

### Personal Traits

Ability to learn things fast  
Takes responsibility, creative  
Self confident with positive mind set  
Hard working  
Good communication skill  
Honest

### Languages Known

English, Hindi and Urdu

### Personal Information

Father's Name : Mr. Jafar Raza  
Mother's Name : Mrs. Anees Fatima  
Gender : Male  
Date of Birth : 10<sup>th</sup> October 1995  
Nationality : Indian  
Religion : Islam, Muslim  
Languages Known : English, Hindi and Urdu  
Marital status : Single

### DECLARATION

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

**Place: Lubumbashi, Democratic Republic of Congo**

**Date:**

**(Mohd Moosa Raza Rizvi)**