

CURRICULUM VITAE



MOHAMMAD AMIR

Present Address :

H No-583
DOMANPURA,
MAUNATH BHANJAN,
MAU (U.P.)

Contacts:

Mobile: ++919235592242

E-Mail:

Mohammadamir51@gmail.com

Personal Data:

Father's Name : Mr. Shakeel Ahmad
Date of Birth : 06th March, 1990
Sex : Male
Nationality : Indian
Religion : Muslim
M. Status : Single

Permanent Address :

Mohalla– Domanpura,
Post – Maunath Bhanjan,
Distt – Mau.
State - (U.P.)India.

Languages known:

1. English.
2. Hindi
3. Urdu.

OBJECTIVE

To get a challenging job in a reputed company where my skills and talent can be utilize in a best way for the benefit of the organization, where can prove my scientific knowledge, professional experience and simultaneously can grow with matching perks and rewards To observe leading edge technologies contribute to its growth by creative approach and reading organizational responsibilities.

KEY SKILLS

- In-depth knowledge of accounting principles.
- Proficient in Tally & MS Office Application.
- Proficient administration/speed writing.
- Good communication and inter-personal skills.
- Young, energetic, enthusiastic & self motivated.

ACADMIC QUALIFICATION

- Passed **High School** from **U.P. Board, Allahabad**, in 2005.
- Passed **Intermediate** from **U.P. Board, Allahabad**, in 2007.
- Completed **Graduate (Bachelor of Art)** from **Veer Bahadur Singh Purvanchal University, Jaunpur** in 2010.
- Completed **Graduate (Bachelor of Commerce)** from **Veer Bahadur Singh Purvanchal University, Jaunpur** in 2015.

COMPUTER KNOWLEDGE

- 6 Month Training of **Accounting (Tally)** from **Nomtech Computer, Mau.**
- Good Knowledge in **MS. Work Excel.**
- Ability to work on **Busy software, Tally7.2, 9.0 & ERP9.**
- Qualified **CCC (Course on Computer Concepts)** with 'A' Grade.

<p>Strengths:</p> <p><i>I am a keen learner, Self-motivated, Good Orator, Initiator, Confident, Frankly, Friendly and a Spoken, and good that's a pleasure to work with. I believe in dedication and being professional. I have the ability to carry responsibility and adaptability to the working environment.</i></p>	EXPERIENCE
	<ul style="list-style-type: none"> ➤ Working since 12-04-2012 to till date with Habibullah & Co., Chartered Accountants, Faiz-e-aam building iind floor, chowk Maunath Bhanjan, Mau (275101) U.P., India, as a Accountant.
	JOB RESPONSIBILITIES
	<ul style="list-style-type: none"> ➤ Prepares asset, liability, and capital account entries by compiling and analyzing account information. ➤ Preparing Balance Sheet, Profit & Loss Account and Other Reports . ➤ Documents financial transactions by entering account information.
	PASSPORT DETAILS
	<ul style="list-style-type: none"> ➤ Name : Mohammad Amir ➤ Passport# : M4262349 ➤ Date of Issue : 09-12-2014 ➤ Date of Expiry : 08-12-2024 ➤ Place of Issue : Lucknow ➤ Date of Birth : 06-03-1990

Declaration

I hereby declare that the above-mentioned information is true to the best of my Knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(MOHAMMAD AMIR)