**CURRICULUM VITAE**

**MD DANISH RAZA**

**B.com(Hons)**

**Male, Age 21 Mobile:+918271539364**

**Email :**[danish.raza7373@gmail.com](mailto:danish.raza7373@gmail.com)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAREER OBJECTIVE:**

Seeking a challenging position to utilize my skills & abilities as a professional Accountant in any industry that offers professional growth while being resourceful, innovative and flexible.

**ACADEMIC PROFILE:**

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| --- | --- | --- | --- | --- |
| **Exam Passed** | **Subject /Stream** | **Board/Institution** | **Year** | **Marks** |
| B.com | Accounts | B.N College,Bhagalpur  (T.M.B.U,Bhagalpur) | 2013 | (73.75%) |
| CMA (Foundation) | Cost & Management Accounting | ICMAI | 2013 | (55%) |
| Intermediate | ACCT,BST,ECO,HND,ENG | B.S.E.B,Patna | 2010 | (70.06 %) |
| Matriculation | Maths,Sci ,So-Sc,ENG,HIN | C.B.S.E. New Delhi | 2008 | (65%) |

|  |  |
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| **Pursuing** | **Board/Institution** |
| CMA (Intermediate stage) | ICMAI |
| CIA+ | ICA |

**PROFESSIONAL SKILLS:**

* Preparation of monthly MIS report like Stock report and Variance analysis.
* Administers and maintains the Petty Cash Fund including the preparation of the PC summary
* Calculation and filing of Sales Tax & Service Tax
* Liaison with bank and preparation bank reconciliation.
* Handling invoice of debtors & creditors and party reconciliation.
* Calculation and filing of Vat, Cst , Service Tax Return.
* Looking after Purchase & Raw Materials Invoice Costing, stock accounting.
* Preparing Bank Reconciliation & other Bank related Reports.
* Handling invoice of debtors & creditors and party reconciliation.
* Fund Management.

**PROFESSIONAL EXPERIENCE:**

* Working with **S.P SAFE CONTROL SYSTEMS PVT. LTD,** India, as an Executive Accountant, April 2013 to Nov 2013.
* Working with **A.M TECHNO SYSTEMS PVT. LTD,** India as an Executive Accountant, Dec 2013 to Feb 2014
* Working with **VEDIKA CREDIT CAPITAL LTD, from June-2015 & still in working.**

**PERSONAL SKILLS:**

* Keen observer & learner.
* Good verbal & written communication skills.
* Positive attitude.
* Hard working & intended to give my best.

**COMPUTER LITERACY:**

* Diploma in Computer Application and Accountancy with ‘A’ Grade
* Software – Window XP, Busy, Tally7.2 to 9, Ms- Office – Ms Excel, Ms Word, Microsoft office outlook, Familiar with Ms Powerpoint & Jaguar.

**LANGUAGE KNOWN:**

* English, Hindi, Urdu.

**HOBBIES:**

* Reading books, Playing cards, Internet surfing, Travelling, Watching movies.

**PERSONAL DETAILS:**

NAME : MD DANISH RAZA

DATE OF BIRTH : JUNE 22, 1993

FATHERS NAME : MD NAZRUL HAQUE

MOTHERS NAME : RUBY KHATOON

SEX : MALE

MARITAL STATUS : UNMARRIED

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, HINDI & URDU

ADDRESS : C/o Diamond Tea Co,

Hakim Amir Hassan Lane,

Jabbarchack,Tatarpur

District- Bhagalpur.

State- Bihar.

Pin- 812002

**DECLARATION:**

The above are my capabilities to work successfully in any corporate and I trust that the combination of my abilities and your needs together can achieve the goal.

PLACE: Ranchi

DATE: (**MD DANISH RAZA)**