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**FAIZAN AHMAD**



Faizahmad621@gmail.com

Current Address: -C-324 New Ashok Nagar, Delhi-96

**PROFILE**

To attain brilliance as an Accountant professional by working in an innovative and competitive environment, which provides ample opportunity to utilize and fine tune my **analytical**, **interpersonal** and **communication** skills; so as to prove to be a valuable asset to the company I work for.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **School** | **University** | **Month-Year** | **Marks %** |
| 10th | P.I.C, Umri Kalan | U.P. Board | June-2004 | 47 |
| 12th | P.I.C, Umri Kalan | U.P. Board | June-2006 | 62 |

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM** | **College / University** | **Month-Year** | **Marks %** |
| B .COM | M.J.P.R.U, Bareilly | July 2009 | 52 |
| M.COM | M.J.P.R.U, Bareilly | July 2011 | 48 |
| M.A (Economics) | M.J.P.R.U, Bareilly | July 2017 | 55 |
| LLB | M.J.P.R.U, Bareilly | OCT2020 | 54 |

**CAREER HIGHLIGHTS**

Looking forward for a career in an organization where I can use my skills, efforts & knowledge for the growth of the organization & for my personal enhancement**.** To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my experience.

**SKILLS**

I am ESOP certified

I am TOT certified

Expert of Accounting

Expert of Tally ERP

Basic of internet and networking.

Working knowledge of MS office as Excel spreadsheet, word, PowerPoint, extra.

**WORK EXPERIENCE**

**(A) Training Coordinator**

**Vedanta Group**

**(ONLINE WORK)**

**10 /08/2020 to Present**

**(B) 21/01/2019 to 31/07/2020**

**Center Manager**

(DDU-GKY project)

**Here my duties are following**

* MANAGE ALL ACTIVITY of center ¹
* I maintain all SF form.
* Prepared students documents as admission form , dossier form , ACLP ,
* Maintain all Account Book as a Daybook, vendor register , payroll register, daily trainer attendance register,
* Mess activity
* Manage class activity
* Manage Mobilization and Mobilization team
* Help the placement work and completed placement documents.

**(B) 18/02/ 2018– 31/12/2018**

BFSI (BANKING) **trainer**  
**( DDU-GKY PROJECT ) HARIYANA  
Team lease Services**

* I maintain all SF form.
* Prepared students documents as admission form , dossier form , ACLP ,
* Teaching the Accouning subject ,Tally erp 9, Indian tax ( GST,INCOME TAX, PF, E FILLING)
* Prepare class Assessment
* prepare student attendace daily basis
* teach the student

**(C) 05-MAY- 2014 to 31-AUG- 2017**

**Assistant Manager**

**EP Infoway Greater NOIDA**

In this post my duties are following

* I maintain all SF form.
* Prepared students documents as admission form , dossier form , ACLP ,
* Maintain all Account Book
* Mess activity
* Manage class activity
* Manage the all center
* Prepared salary of staff
* Purchase material related to center
* Manage all accounting transactions
* Handle monthly, quarterly and annual closings
* Reconcile accounts payable and receivable
* Ensure timely bank payments
* Compute taxes and prepare tax returns
* Manage balance sheets and receive and payment statements

**INDUSTRIAL TRAINING**

**STRENGTH**

* Team work
* Positive Attitude
* Optimistic
* Good catching power
* Hard work
* Self Confidence

**LANGUAGES**

* Hindi
* English
* URDU

**PEROSNAL INTERESTS**

|  |  |
| --- | --- |
| * Playing Cricket | * Wooly Ball, Badminton |
| * Watching Movie | * Reading Books |
| * Listening songs |  |

**PERSONAL DETAILS**

**Name :** Faizan Ahmad

**Father’s Name :** ABDUL SALAM

**Mother’s Name** : Rasheeda Khatoon   
**DOB :** 25 JUN 1990

**Nationality :** Indian  
**Gender :** Male

**Address** : UMRI KALAN DISTRICT MORADABAD

**PinCode** : 244501

**State** : UTTAR PRADESH

**Declaration**

I Faizan Ahmad, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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FAIZAN AHMAD Date:-05/12/2020