

CURRICULUM VITAE

MD RAMIZ HASSAN REZA



Address:

First Floor, H No.13, lane No-1,
Land mark: Opposite Kapashera
Thana, nearby HDFC Bank
Kapashera Boarder-110037

Contact:

Mobile:9650033798/9718177281

E-mail: ramizreza87@gmail.com

Personal Detail:

Father's Name: Md. Zahidur
Rahman

Date of Birth : 04/02/1986

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known: English,
Hindi,
Urdu,
Bengali,

Hobbies: Watching Movie on
Sunday & reading books

Last CTC : Rs 24000/-

In hand : Rs 19585/-

Career objective

Seeking a responsible and career-oriented opportunity in an organization that could utilize my knowledge and ability in a competitive environment and a part of team that dynamically works towards growth of organization and gain satisfaction thereof.

Work Experience

- Working with **SHR lifestyle Pvt Ltd** from 6th May 2019 to 10th Sep 2019 as an Account executive.
Intercompany Reconciliation, Coordination with Customer & Vendor for variance, Credit Note & Debit Note Calculation, SIS Calculation & other related work.
- Worked with **Nysaa Retail Pvt ltd** from 5th February 2018 to till 31st January 2 019 as a Finance Executive.
Vendor Reconciliation, Verify the bills of purchase & expenses (AP) posted in the software, GST Reconciliation, Coordinate with vendor for differences, MIS of outstanding report etc.
- Worked with **Mynd Solutions Pvt Ltd.** From 24th April 2017 to 7th Oct 2017 as an Account Executive.
Posting of accounts payable invoices in Oracle Soft ware, Preparation of MIS report etc.
- Worked with **N.K. Overseas Traders Pvt Ltd** from 2nd May 2016 to 28th Feb 2017 as an Account Executive.
Posting of all purchase & sales bill in Tally software, Bank Reconciliation, Intercompany transfer entries, Scheme Related data preparation, Vendor Reconciliation etc.
- Worked with **Soban & Associates** as an Account Executive from 21st July 2014 to 23rd September 2015.
Vat Calculation, Tds Calculation, Vat registration, MCA related e-filing, Induction of Director, Cessation of Director letter, Company Resolution, Partnership deed, Rent deed etc.

Education and Qualification

- MBA from SMU completed in 2016
- Passed CPT Under CA in 2009
- Passed B.Com from SOL(DU) in 2009
- Passed 12th from B.I.E.B in 2005
- Passed 10th from B.S.E.B in 2002

Computer Skill

- MS Excel (Vlook up, Pivot Table, Sum ifs, Countifs, Hyperlinks, Mathematical formulas, Financial Formulas), MS Word
- Tally ERP 9, Busy Software, Genisis, Oracle

Declaration

"I declare that the above information is true and correct to the best of my knowledge, I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected."

Date:

Place: New Delhi

MD RAMIZ HASSAN REZA