

RESUME



MOHD. ASAD

Add: - 115/703 Adarsh Nagar Maswanpur Rawatpur
Gaon Kanpur Nagar.

Pin Code:- 208019

Contact No.:- 9151666254

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OBJECTIVES:

- Seeking a challenging career that can enhance my knowledge base and provide an Opportunity to utilize my personal & professional skills and fulfill my urge to work in the area of my personal interest.

EDUCATIONAL QUALIFICATION:

- Class 10th passed from U.P Board Allahabad 2013.
- Class 12th passed from U.P Board Allahabad 2015.
- B.A Passed at CSJM University Kanpur 2019.

WORKING EXPERIENCE:

- Two Years' Experience of Accounting in Tally.

OTHER QUALIFICATION:

- 6 Month Computer Certificate from Shiksha Institute of Professional Education.
- Basic Computers.
- Operating System Windows.
- MS-Office- (Word, Excel, Power Point).
- Financial Accounting- Tally GST ERP 9.

STRENGTH:

- Self-confidence
- Hard work.

PERSONAL VITAE:

- Father's Name : Mr. Gulam Mohammad
- Mothers Name : Raisa Begum
- Date of Birth : 22/01/1998
- Gender : Male
- Language Known : Hindi, English
- Religion : Muslim
- Marital Status : Unmarried

ADDITIONAL SKILLS:

- Creative and good decision making.
- Good presence of mind.
- Fault analyzing capability.
- Time management.

DECLARATION:

- I hereby declare that all the above information's are true, complete & correct. I will try to do for my best performance.

(Mohd. Asad)