

RESUME



MUKTDIR AHMAD (MICKY)

**S/O NAIM
R/O VILLAGE DOULAT KHERI
POST PHANDPURI
DISTT.SAHARANPUR - 247001 (UP)
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CAREER OBJECTIVE:

To Seeking long term employment in an organization where I can grow professionally in further chance my skills knowledge and experience to face and overcome the challenges of today's changing work environment.

ACADAMIC QUALIFICATION:

- High School from U.P. Board in 2009.
- Intermediate from U.P. Board in 2011.
- B.Com from C.C.S. University Meerut in 2014.
- M.Com from C.C.S University Meerut in 2016.

PROFESSIONAL QUALIFICATION:

- One Year Diploma in Computer Software
- M.S. Office & Internet, Tally A/c, Busy, English Typing

EXPERIENCE

- Currently working As a HR Manager in **Entellus Security And Allied Service Pvt. Ltd.** (Since **01.08.2015** to till date).

Work profile:

- Payroll management of Security Guards
Such as (Preparation of salary, Transfer Sheets, EPF & ESI)
 - To Resolve queries of Bank Branches and Guards,
 - Correspondence with Banks regarding outstanding
 - All type of documentation regarding recruitment of Guards
 - To establish coordination between field staff and Guards
 - Preparation and Documentation of Tender filling and submission thereof.
 - All ancillary work on computer etc.
- Six Month Experience Under Chartered Accountant.

POSITIVE POINTS:

- Believe in Hard Working
- Self Confidence
- Honest and Punctual

HOBBIES:

- Playing Cricket and Reading books.

PERSONAL PROFILE:

Date of Birth	:	10-07-1993
Language known	:	Hindi & English
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married

Place: Saharanpur

Date:

(MUKTDIR AHMAD)