

Present Address:

PLOT NO.11,12,13- FLAT NO 103, KHORA
COLONY GAZIABAD UTTAR PRADESH
201001

MUHMMAD ASIF QURASHI

ACCOUNT'S & TAXATION

Contact No. :-9871950228

E-mail:- qurashiasif2@gmail.com

CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh Diploma to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

| Qualification | Board/University | Year | Percentage |
|----------------------|--------------------------------------|------|---------------|
| 12 TH | R.P.M ACADEMY | 2013 | PASS |
| 10 TH | R.P.M. ACADEMY | 2011 | PASS |
| B.COM | DELHI UNIVERSITY | 2017 | PASS |
| MBA (HR and FINANCE) | Swami Vivekanand Subharti University | 2020 | RESULT AWATED |

EXPERIENTIAL LEARNING (SUMMER INTERNSHIP PROGRAM)

***Experience**

1. Company Name :- CA SAVITA & ASSOCIATES
- Duration :- 12 months
2. COMPANY NAME :- CONCENTRIX
- DURATION :- ON JOB.

IT PROFICIENCY

- ❖ Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point
- ❖ Internet Browsing

INTERPERSONAL SKILL

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confident and Determined
- ❖ Ability to cope up with different situations.
- ❖ Tally Erp 9.0,
- ❖ BUSY
- ❖ Knowledge of SAP in OTC, Accounts payable, Accounts receiveable,

PERSONAL DETAILS

- ❖ **Father's Name** :- **NOOR ALAM**
- ❖ **Permanent Address** :- Plot no.11-12-13, Flat no.103, Khora colony Ghaziabad U.P
- ❖ **Date of Birth** :- **26TH JUNE 1994**
- ❖ **Language Known** :- English & Hindi
- ❖ **Marital Status** :- Married
- ❖ **Nationality/Religion** :- Indian / MUSLIM
- ❖ **Interest & Hobbies** :- Travelling, watching news

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place:
Muhmmad Asif

Date:

(Signature)