

NADEEM KHAN MANSOORI

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Present Add : Garima Garden Near Firdosh Masjid Sahibabad, Ghaziabad (U.P.)

Permanat Add : 27/13, Panni Gali, Kashmiri Bazar, Agra – 282003 (U.P.)

CARRER OBJECTIVE

To get placed in an exemplary organisation where there is an opportunity to share contribute & upgrade my knowledge to develop the organisation served and myself.

KEY STRENGTHS

- Quality Assurance
- Process Improvement
- Strategic Planning
- Process Analysis
- Customer Service
- Decision Making

ACADEMIC QUALIFICATION

- B.Com from Agra University (St. John's Degree Collage, Agra)
- Intermediate from S.M.A.O.Inter College, Agra (U.P BOARD).

COMPETENCIES

- Fast learner, Adapt well to changes and pressures in workplace.
- Ambitious & committed to excellence.
- Committed to deadlines & schedule.

COMPUTER PROFICIENCY

- Operating System : Windows 98/2000/XP/VISTA.
- Packages: MS Office.(MS Word MS Excel & Power Point)
- Outlook Express
- Manual Accounting & tally

WORK EXPERIENCE

- At Present Working as Accountant with M/S RENEWABLE ENERGY INDUSTRIES F-80 Rajendra Nagar Industrial Area, Sahibabad GZB Period (01.01.2019 to Up TO till Date)
- Worked as Accountant with M/S ELCONS ENGINEERING CORPORATION, 80 Astha City Centre, Water Works, AGRA Period (01.04.2011 to Up TO 31.12.2018)
- Worked as Computer Operator, Accountant with M/S NARANG NARANG & ASSOCIATES (Chartered Accountants) Sanjay Place, Agra Period (01.04.2006 to 31.03.2011)

RESPONSIBILITIES

- Data entry level to preparation of financial statement.
- Accounts related work like data entry, laser reconciliation, handling the supplier branch & head office reconciliation.
- Preparation of daily cash book & bank statement etc.

PERSONAL DATA

DATE OF BIRTH : 13th August 1981
STATUS : Married
GANDER : Male
LANGUAGES : English, Hindi
FATHERS NAME : Shri Anwar Khan Mansoori
PLACE OF BIRTH : Agra, Uttar Pradesh
PERMANENT ADDRESS : 27/13 Panni Gali, Kashmiri Bazar, Tahsil Sadar, Agra

I here by declared that the above information is true to the best of my knowledge & belief.

DATE:

PLACE:

Nadeem Khan Mansoori