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| **RESUME** |  |

Mirza

Mirza.314630@2freemail.com

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| Experience |  |

* As an accountant 1 yr in J.M.Construction Company Bidar (Karnataka)

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| Objectives |  |

To obtain employment as a Professional in a company this would enable me to gain experience in this field. I would like to be a key member intends to benefit my Employer through the knowledge I have gained to date and to prove my skills and abilities in the field while working in a team oriented environment.

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| Academic Credentials |

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| **No.** | **Certificate** | **Description** | **Year of Passing** |
| 1 | Graduation, B.Com | (**Bachelor Of Commerce**)Gulbarga University, Karnataka**With 60.16%** | 2012 |
| 2 | Job Oriented Pre-University Diploma | **Computer Technique**State Council of Vocational Education**First class with 64.75%** | 2009 |
| 3 | SSLC | Secondary School Leaving CertificateKarnataka Secondary Education Examination Board**45.68%** | 2007 |

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| Strengths / Skills |  |

* Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* Using scientific rules and methods to solve problems.
* Fast-learner and dedicated in delivering team success and client satisfaction.
* Excellent writing & communication skills.
* Resourceful in the completion of projects, effective in multi-task purposes.
* Committed to learn, improve capabilities to enhance performance.

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| Professional Softwares/ IT Skills  |  |

* **tally erp 9**: Good Knowledge of entering journals, ledger & preparing balance sheets & reports.
* **MS Office**: Word, Excel
* Internet & Email Transmissions

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| Certificates |  |

* Experience Certificate as an Accountant for 1 Yr.

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| Languages Known |  |

English, Hindi, Urdu

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| Personal Info |  |

Date of Birth : 01/01/1992

Religion : Muslim

Gender : Male

Marital Status : Single

***References available upon your request…!!!***