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**MEHBUB**

[**MEHBUB.331434@2freemail.com**](mailto:MEHBUB.331434@2freemail.com)



**ACCONTANT**

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| **KEY SKILLS** |

* **Office Skills**: Telephone & Front Desk Reception  Customer Service  Filing Database & Records Management  Data Entry (35 WPM)).
* **Computer Skills :** Word, Excel, Photoshop, Outlook , Internet, XP/windows 8
* **Others:** Excelled in Communication and Interpersonal skills.
* Excelled in handling a variety of customer service and calmed upset/angry customers and resolve their issues with expediency
* Praised by HOD for excellent performance as an Account Assistant during his Eight-week leave.

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| **OBJECTIVES** |

* To work in an organization that highly values ethical behavior towards their employees and which provides an opportunity for growth and upgrade one’s skill and enhance one’s future

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| **ACADEMIC QUALIFICATIO** |

* S.S.C from Secondary Education Board of Assam (Assam)
* H.S.C from Assam Higher Secondary Education Council (Assam)
* **Bachelor of Arts** from Guwahati University

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| **PROFESSIONAL EXEPERIECNE** |

* Worked as a Computer Operator in SDO Civil Office(Assam) as Freelancer
* 6 months as a Senior Salesman at **Ajmal Perfumes.**
* 6 Months worked as a Receptionist at **Koyla Hotel**
* 2 Years Experience as a **Accountant at Tokyosat Group of Companies, Dubai, U.A.E**

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| **PASSPORT DITAILS** |

Date of Issue : 24th July 2012.

Date of Place : Assam Date of Expiry : 23rd July 2022.

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| **PERSONAL DETAILS** |

Date of Birth : 31st Dec-1991.

Marital Status : Unmarried

Sex : Male

Nationality : Indian

Religion : Islam

Language Known : Fluently in English with Neutral accent, Hindi & Urdu.

Capabilities : Hard Working, Never Quitting & Self Deterministic

Sincerity and interest in work.

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| **DECLARATION** |

I hereby declare that the above-mentioned information are correct up to my knowledge and I bear the responsibility for the correctness the above-mentioned particulars.