**Faisal**

**MBA, M.Com, B.Com**

**Visa status :-** long term valid till ( 16th march to 16th june 2017)

**Email :** **Faisal.361610@2freemail.com** 

**Career Objective**

To establish career to take challenging tasks in a professionally managed organization that would enable me to augment my knowledge and offer opportunity for future development of my skills and to achieve professional growth by result oriented decision for ultimate goal.

**Professional Qualifications**

* **MBA (Master in Business Administration)**

Sikkim Manipal University, India, Year 2015

**Academic Qualifications**

* **M.COM.(Master of Commerce)** inBusiness Administration

Mohan Lal Sukhadia University, India, Year 2015

* + **B.COM.(Bachelor of Commerce)**

Mohan Lal Sukhadia University, India, Year 2013

* + **S.S.E.**

CBSE, New Delhi, India, Year 2010

**Key Skills**

* + In depth knowledge of accounting principles, book-keeping practices and taxation policies.
	+ Ability to communicate effectively and coordinate work with other staff members for day to day activities.
	+ Proficient to focus on minute details of the transactions and ascertain high level of accuracy in compiling financial data.
	+ Excellent in performing arithmetical calculations required for handling the accounts concerned.
	+ Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting data in accounts books.
	+ Excellency in MS Word, MS Excel & MS Power Point which serve as a successful tool to present all sorts of Financial Reports to management.
	+ Professional Working knowledge of Financial Packages- Tally 7.2 & 9.0 that equip me to generate the computerized financial reports.

**Professional Experience**

* **Bhagyashree financial services**

**Period:-** May 2013 to August 2015

**Position:-** Accountant and Financial executive

(worked on various assigments related to finance)

1. Working as a junior accountant performing various like journal entries ,book keeping , creating ledger account , tally erp.
2. All transaction entries regarding finance .
3. Keeping details of cash out flow and inflow of the company .
4. All banking activities .

**About company:- bhagyashree financial services** started by two partners . it deal with the all type of finance like gold ,two wheeler ,four wheeler ,property etc. Its generally a security term finance .generally having a staff of 15 members .This company was started in 2011 and running successfully. It is situated in Udaipur rajasthan (india ) .

* **Reliance life insurance**

**Period:-**  September2015 to april 2016

**Position:-** Financial Advisor

(performed financial advisory services )

1. Worked as a financial advisor .
2. Interacting with customer and helping them to understand about the insurance plans (guaranteed money back plan ).
3. Keep records of all the customer data in ms excel .
4. Worked on various software of the company .

**About company :- Reliance Life Insurance Company** (RLI) is one of the largest life insurance companies in India with a market share of 5% . The company has over 7 million policy holders and a distribution network of close to 1,230 branches with over 124,000 agents as of 31 March 2013. The firm offers life insurance products targeted at individuals and groups, catering to four distinct segments: protection, children, retirement and investment plans.

* **Bharti Airtel Ltd**

**Period:-**  June 2016 and working presently

**Position:-** Cashier .

(performing cash and inventory handling )

1. Worked as cashier .
2. Use to keep complete inflow and out flow of cash .
3. Keeping records of the customer in ms excel .
4. Keep details and maintain the stock .
5. Prepare opening and closing shift reports on the daily basis .
6. Perform banking activities .
7. Woked with various company software

 **About company :- Bharti Airtel Limited** is an Indian global [telecommunications](https://en.wikipedia.org/wiki/Telecommunications) services company based in [New Delhi, India](https://en.wikipedia.org/wiki/New_Delhi%2C_India). It operates in 18 countries across [South Asia](https://en.wikipedia.org/wiki/South_Asia) and [Africa](https://en.wikipedia.org/wiki/Africa). Airtel provides [GSM](https://en.wikipedia.org/wiki/GSM_network), [3G](https://en.wikipedia.org/wiki/3G) and [4G LTE](https://en.wikipedia.org/wiki/4G_LTE) mobile services, fixed line broadband and voice services depending upon the country of operation. It is the [largest mobile network operator](https://en.wikipedia.org/wiki/List_of_mobile_network_operators_of_India) in India and the [third largest in the world](https://en.wikipedia.org/wiki/List_of_mobile_network_operators) with 400 million subscribers.[[5]](https://en.wikipedia.org/wiki/Bharti_Airtel#cite_note-5)[[6]](https://en.wikipedia.org/wiki/Bharti_Airtel#cite_note-6) Airtel was named India's second most valuable brand in the first ever Brandz ranking by [Millward Brown](https://en.wikipedia.org/wiki/Millward_Brown) and [WPP plc](https://en.wikipedia.org/wiki/WPP_plc).[[7]](https://en.wikipedia.org/wiki/Bharti_Airtel#cite_note-7)

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| **IT Skills** |

* MS Excel
* MS Word
* Tally 7.2
* Tally 9.0

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| **Other Activities** |

* Played cricket at the District level in 2005.
* Played Basketball at the District level in 2006 and 2007.
* Received 2nd prize at state level wrestling competition in 2009.

**Personal Particulars**

Date of Birth : August 6th, 1991

Nationality : Indian

Languages known : English , hindi , urdu

Marital status : single