

**RESUME**

***FAIYAZ***

***FAIYAZ.367263@2freemail.com***

**Objective:** To be a creative, competitive, challenging with growth oriented career to optimally utilize, enhance my skills and excel it by hard work and determination.

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Institution | University/Board | Year of Passing | Percentage of marks |
| GRADUATION B.Com. (Hon) | R.S.P CollegeJharia | VINOBA BHAVE UNIVERSITY | 2013 |  53.00% |
| Higher Secondary Education (+2) | TATA D.A.V Public School (Jamadoba) | C.B.S.E (DELHI) | 2010 | 53.00% |
| Secondary Education(X) | JITPUR ACADEMYSchool (Jamadoba)  | C.B.S.E (DELHI) | 2008 | 57.66% |

**PERSONAL SKILLS:**

Creativity

Patience

Ability to handle different situations

Ability to Work in group and a good listener.

**PROFESSIONAL QUALIFICATION:**

* Accountants: - ICA (The Institute of Computer Accountants.)
* COPA (computer operater programming assistant)

**ADDITIONAL SKILL**

* Diploma in Computer Application (DCA)
* Office Tools.
* Accounts.
* Tally ERP9.
* Internet and its uses.

**WORK EXPERIENCE :**

*1.Worked Scope Training & Consulting Pvt. Ltd*

*For The Post Of Assistant Accountant*

*6 Months In Madhepura (Bihar).*

*2.Worked JBVNL Jharkhand Bijli Vitran Nigam LTD (Ranchi)*

*For the post of accountant executive*

*1 year (Electric Supply Circle Dhanbad )*

 **PERSONAL DETAILS:**

FATHER`S NAME: MD ABBAS ANSARI

NATIONALITY: INDIAN

MARITAL STATUS: UNMARRIED

**LANGUAGES Known:**

ENGLISH : Speak, Read and Write

HINDI : Speak, Read and Write

**HOBBIES:**

Take any challenge and fulfill them,

 Listening Music, Badminton, Cricket

**DECLARATION:**

I, Faiyaz, hereby declare that all the information furnished above are true and correct to the best of my knowledge.