**Curriculum Vitae**

**SHAZEB**

**Email:** [shazeb.375805@2freemail.com](mailto:shazeb.375805@2freemail.com)

**Mobile:** Whatsapp +971504753686 / +919979971283

|  |
| --- |
| **OBJECTIVE:** |

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed organization.

|  |
| --- |
| **EMPLOYMENT HISTORY:** |

* Worked in Suhag Emporium Rampur UP (India) as an Accountant from 1 April 2017 to 20 December 2017

|  |
| --- |
| **DUTIES AND RESPONSIBILITIES:** |

* Receive & verify invoices and requisition of goods and enter in journal voucher.
* Enter & upload invoices in system
* Prepare & set invoices for payment.
* Maintain listing of accounts payable and record
* Verify that transaction comply with financial policies and procedures

|  |
| --- |
| **EDUCATIONAL BACKGROUND** |

* Bachelor of Commerce (B.Com) Degree from M.J.P Rohailkhand University in 2017
* 12th from U.P Board Allahabad in 2014
* 10th from U.P Board Allahabad in 2012

|  |
| --- |
| **CERTIFICATION COURSE:** |

* Six Month Accounting Diploma from Institute of Computer Accountant (MIMT).

|  |
| --- |
| **COMPUTER / SOFTWARE PROFICIENCY** |

* Tally 9.0
* MS Excel & Ms Word.

|  |
| --- |
| **STRENGTHS** |

* Eagerness to learn highly motivated.
* Ability to handle pressure, ability to work in a team.
* Management and Office work.
* Knowledge of cargo clearance sections.
* Sound knowledge of accounting principles.
* Co-ordinating with the Clients at work.

**LLS:**

|  |
| --- |
| **INTERPERSONAL SKILLS:** |

* Good Command over analysis
* Good calculation tactics.
* Never give up attitude.
* Always do smart work.
* Patience.
* Hardworking.

|  |
| --- |
|  |

|  |
| --- |
| **PERSONAL DETAILS:** |

**Date of birth** : 09/03/1997

**Nationality** : Indian

**Marital Status** : Single

**Languages known** : English, Hindi, and Urdu

|  |
| --- |
| **DECLARATION:** |

I hereby declare that the above mentioned information's are true to the best of my knowledge & belief.

Shazeb