**Curriculum Vitae**

**Present Address:**

****

**Sharukh**

**M.COM (ABST)**

Deira dubai

Contract No. C/o 971504973598

E-mail Id – sharukh.378018@2freemail.com

**CAREER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

B**ASIC ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** | **Percentage** |
| M.COM | SHEKHAWATI UNI SIKAR | 2017 | 50.33 |
| B.COM | Rajasthan UNI JAIPUR | 2015 | 55.38 |
| 12th | RBSE | 2012 | 72.00 |
| 10th | RBSE | 2010 | 66.00 |

**COMPUTER KNOWLEDGE :-**

|  |  |
| --- | --- |
| COURSE | PERCENTAGE |
| RS- CIT | 82 |
| CCC | PASS |
| TALLY | PASS |

**WORK EXPERINCE :-**

**ACCOUNTANT**  ( 1ST JULY 2015 - 1ST  JULY 2017) at PADMAVATI MATERNITY & NURSIGN HOME.

**Responsibilities:-**

* Reconciled, investigated, and resolved discrepancies in monthly bank accounts.
* Assisted with month and journal entries.
* Collaborted with other deparments and staff to meet deadlines and achive goals.
* Prepared annual and quarterly reports.

**CO-/EXTRA –CURRICULAR ACTIVITIE**

* I participated In Many Cultural, Social Activities
* Experience of Various Coordinating Activities
* TALLY
* Knowledge of ms word and excel

**ACHIEVEMENTS**

* Actively participated in various sports activities for inter school.

**INTERPERSONAL SKILL**

* + Ability to rapidly build relationship and set up trust.
	+ Confident and Determined
	+ Ability to cope up with different situations.

**AREA OF INTEREST**

* **Playing Cricket , Reading Books**

**PERSONAL DETAILS**

* **Date of Birth :-** 14/06/1994
* **Language Known :-** English,Hindi & Urdu
* **Strength :- Hard work , Smart Work, Zeal**
* **Interest & Hobbies :-** Reading Book , playing cricket

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge**.**

**Place: Sikar Sharukh**

Date: