**Curriculum Vitae**

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| *C:\Users\Patel\Pictures\Microsoft Clip Organizer\CG443F.wmf*Name : Gulam**Contact Information:****Mob**: +971504973598**E-Mail ID**:gulam.378864@2freemail.com **Documents:****Passport:-** yes**Personal Information:****DOB**:01/02/1991**Gender** : Male**Nationality** : Indian**Marital Status** : Married | Academic Record

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| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Examination** | **University/****Board** | **School / College** | **Year of****Passing** | **Percentage**  |
| **1.** | B.com | HNGU | Shri S.S Mehta Art And Commerce Collage  | 2012 | 59.33 |
| **2.** | M.Com | HNGU | External | 2014 | 54.00 |

Experience I have knowledge about **Accounting** ,**Back Office Work** and **Other Office** **Management Work** During Working in **AMN & CO** . From **2015 To 2018** An **Administrative Officer.**SPECIALIZED SKILLS * Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Proficient in assigning duties and scheduling shifts
* Knowledge of MS Excel utility and MS Word Utility
* Knowledge of Accounting ERP Such As TALLY ERP 9. BUSY ERP,MIRECAL

Responsibilities And Role Details * Back Office Management work
* Performing Account Receivables, Account Payable and Bank statement and Maintain BOOKEEPING of Client

Languages Known:* English
* Hindi
* Gujarati

Declaration: I hereby declare that above information is true to the best of my knowledge and belief.**Place :-**   **Gulam** |