**Curriculum Vitae**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *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   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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** |