

**Inam**

Bachelor in Management Studies (BMS)

**inam.379476@2freemail.com**

**SUMMARY**

|  |  |
| --- | --- |
| * Profile:
 | Male , 23 , Single |
| * Nationality:
 | Indian |

 **PROFESSIONAL EXPERIENCE**

* **S.H. PARKAR & ASSOCIATES (CHARTERED ACCOUNTANTS)**

**MAY 2017 - FEBRUARY 2018**

* Roles and Responsibilites undertaken:
* Handling customer’s accounts.
* Handling accounts payables and receivables.
* Conducting internal and statutory audits.
* Maintaining important documents and reports.
* Managing clients banking transactions.

# EDUCATION

 **2017 Bachelor in Management Studies. Maharashtra, India**

Mumbai University

|  |  |  |
| --- | --- | --- |
|   **2012**   |   **H.S.C.** Konkan Board |  **Maharashtra, India** |
|  **2010**    |  **S.S.C.** Kolhapur Board |  **Maharashtra,India** |
|  |  |  |

 **OTHER CERTIFICATES**

**2010 CCC Maharashtra, India**

|  |  |  |
| --- | --- | --- |
|   **2017** |  **ADVANCE EXCEL** |  **Maharashtra, India**  |

 **ACHIEVEMENTS-ACADEMIC AND EXTRA CURRICULAR INITIATIVES:**

* Represented college in zonal level cricket tournament.
* Was selected in baseball national tournament camp.
* Actively participated in all the college events.

 **STRENGTHS AND POSITIVE ASPECTS:**

* Leading, coordinating and co-operating well with a team.
* High level of flexibility at the work place.
* High grasping power.
* Always enthusiastic to learn new things.
* Proficient in managing operations.
* Focused, logical, responsible.

**PERSONAL INFORMATION:**

Date of Birth: 27-02-1995

Gender: Male

Marital Status: Unmarried

Nationality: INDIAN

Languages Known: English, Urdu, Marathi and Hindi