**CURRICULAM VITAE**



**NAZIF**

C/o-Cell: 971-504973598

Email: - nazif.377984@2freemail.com

**To,**

**THE CORCERN,**



**Subject: - Application for the Post of Accountant/Logistic**

**Respected Sir/Madam,**

I am interested in working as an **Accountant/Logistic** for your esteemed organization. I enclose my resume as first step in exploring the possibilities of employment with your esteem organization.

I firmly believe that my related qualification & my keen desire to be associated with your organization will definitely put forward as an asset.

I assure you of mine every diligent effort to contribute profitable to the organization.

Looking forward for positive response.

Thanking you in anticipation



**Personal Details** Gender

male

Marital Status

Single

Date of Birth

24-09-1995

Nationality

Indian

Languages Know

English ,Urdu Hindi, Marathi

**Passport Details**

Place of Issue

Mumbai

Date of Issue

09/08/2016

Date of expiry 08/08/2026

**Objective**



To pursue a long career in an organization where my qualification, skill and experience would be an asset and where I can add value to my technical as well as managerial skill to attain the greatest possible height toward the growth of the organization.



**Academic Qualification**



* H.S.C. passed from Kolhapur Board in March 2013
* S.S.C. passed from Kolhapur Board in March 2011

**Professional Qualification**

* B.COM passed from University of Mumbai in March 2017
* Appear for diploma in import export from welingkar institute, Mumbai

**Work Experience**



**Worked at CA.VAIBHAV PARASMAL JAIN & CO. (Chartered Accountants)**

**from April 2014 to Feb 2015.**

1. Maintenance of day to day Computerized Accounting work like Sales, Purchase, Payment, Receipts & Bank Reconciliation.
2. Preparation of Financial accounting records for Financial Audit
3. Debtors and Creditors reconciliation.
4. Bank passbook feeding.
5. Preparation of sales invoice, booking of purchase and expenses.
6. Monthly Reconciliation of Bank, debtors, creditors and expenses.

**Computer Proficiency**



* **Database**
* versed with MS Office and excel
* Tally Erp.9 ,Basic Internet,



**Declaration**

I ensure that all the information given is true and correct to the best of my

Knowledge. Kindly request you to consider my resume and give me an Opportunity.