

CARRICULUM VITAE

MOHD ADNAN

PERSONAL DATA

Add:-1064 1st Floor Gali Rajan Farash Khana Delhi-110006
Contact No:91+9625778376
E-Mail:-786mohdadnankhan@gmail.com

Father's Name : Mohd Ateeq
Date of Birth : 17-Sep-1997
Marital Status : Single.
Gender : Male.
Nationality : Indian.

➤ **General:**

- Good organ Quick-Learning, team-leader & Appreciated challenges.
- Able to work and maintain relations with co-employees and client/customer at all level.
- Dedicate Disciplined and Ambitious.
- Confident and good organization capabilities.

➤ **Language Known:** Hindi, English.

➤ **Interests:** Listing the Music.

OBJECTIVE

I wish to work in enterprise environments where I can contribute in achieving goals.

My Main Skills are:

- **MS-Office**(Ms-Word, Ms Excel, Ms-Power Point)
- **Tally ERP 9. Busy 18** (Enterprise Resources Planning).
- Good Internet Knowledge.
- Good Command on Keyboard (30wpm) English.
- Computer Fundamental, PC Tools & Ms-Windows (Paint, Notepad, WordPad).
- E-way Bill Generate.
- Knowledge of **Bookkeeping & Journal Entries**.
- Monthly GST Return Filling.(**GSTR1** And **GSTR 3**)
- Knowledge of **TDS & TCS** and Monthly Deposit
- Account Payable & Receivable.
- Bank Reconciliation.
- Knowledge of **Import**
- Preparation of Import documents
- Finalization of Accounts
- Basic Knowledge Of Income Tax
- Knowledge Of Internet Banking

EDUCATION

Academic Qualification:

- Passed 12th from C.B.S.E. Delhi.
- Passed 10th from C.B.S.E Delhi .
- Graduate from Delhi University.

Professional Qualification:

- **ADCA** (Advance Diploma in Computer Application) One-year course from (Atif Computer Training Centre Lal kuan Delhi).

EXPERIENCE

- Six Months Working as a (**Part Time Accountant**) in New Asia Traders at G.B Road Delhi-06
- One Year Working as a **Accountant In CA Firm (SPA & Associate)**
- 11 Month Working as a **Accountant Advocate Mahesh Gupta.**
- Six Months Working as a (**Part Time Accountant**) in Bharat Vibrator Machinery Store Ajmeri Gate Delhi-06
- Currently I am working in Shiva Metalloys International Ltd from 22th February 2021

I hereby declare that all statement mentioned above in my CV are true and correct to the best of my knowledge and belief.

DATE_____

PLACE_____

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(Mohd Adnan)