

# CURRICULAM VITAE

## MOHD IRSHAD

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### CAREER OBJECTIVE

- ✚ To work with an organization of learning environment where employees are getting motivation of their sincerity and efficiency so that I can get such surrounding to enhance my skills for the betterment of the organization.  
To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

### EDUCATION QUALIFICATION

- ✚ Higher Secondary School Certificate Commerce. **CBSE** Board New Delhi India.
- ✚ Bachelor of commerce (B.COM) Bangalore University.
- ✚ Master of Business Administration (M.B.A) Bangalore University.

### COMPUTER KNOWLEDGE

- ✚ **MS Excel** ( Advance User ) & **Microsoft Office** ,
- ✚ **SAP FICO** Financial Accounting & controlling (**E.R.P Software**)
- ✚ **Tally ERP-9** ( invoice Entry, receivable payable / outstanding etc )
- ✚ **Retail X** (Invoice Entry, Stock Reports, Sale Report etc.)

### WORK EXPERIENCE

- ✚ Qaser Al Kabayel General Trading LLC, Sharjah. UAE as an Accountant.  
(April 2018 till date )
- ✚ The Young mind Pvt. Ltd, New Delhi India as an Assistant Accountant.  
(July 2017 to feb 2018)
- ✚ The rose wood pvt ltd New Delhi India as an Administrator cum Head cashier. ( Sep 2016 to feb 2017 )

### KEY SKILLS

- ✚ Preparation of Invoice , Financial Statement Preparation
- ✚ Handle account payable / receivable
- ✚ Account for wages / salaries , revenue , Expenditure,
- ✚ Ability to reflect on one's own work as well as the wider consequences of financial decisions.

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- ✚ *Business acumen and interest.*
- ✚ *Organizational skills and ability to manage deadlines.*
- ✚ *Communication and interpersonal skills.*

### STRENGTH

- ✚ *Regulatory and punctuality well honest.*
- ✚ *Ability to work in dynamic environment.*
- ✚ *Self confidence*

### PERSONALITY ATTRIBUTES

- ✚ *Determination & Adaptability*
- ✚ *Positive & Optimistic Attitude*
- ✚ *Energetic & Result oriented*

### PERSONAL DETAIL

- ✚ *Father Name : Mojibur Rehman.*
- ✚ *Date of Birth : 10-December-1998*
- ✚ *Sex : Male*
- ✚ *Marital Status. : Unmarried*
- ✚ *Nationality : Indian*
- ✚ *Religion : Muslim*
- ✚ *Language Known : Hindi, English & Urdu*
- ✚ *Hobbies : Cricket & Football*
- ✚ *Passport No : P7291359*
- ✚ *Visa Type : Employment visa ( Al Kabayel )*

### DECLARATION

- ✚ *I hereby declare that the above written mentioned information is correct up to my knowledge and I bear the responsibility for the correctness above mentioned particulars.*

Date .....

Place.... Sharjah

*Mohd Irshad*