

# **Mohammad Harish**



## **Permanent Address**

A 17/33 Pathani Tola,

Adampur, Varanasi, 221001

Email :- [mohammadharsih045@gmail.com](mailto:mohammadharsih045@gmail.com)

Contact :- 8957492766, 9452600926

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## **CARRIER OBJECTIVE**

To all challenges and assignment with great responsibility and accomplish them with utmost sincerity by well-coordinate teamwork, eventually achieving the entrusted with complete job satisfaction, to serve the origination.

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## **PROFESSIONAL PROFILE**

Working as **Jr. Accountant** at “**SAPNA ENTERPRISES**”, Varanasi.

(from April 2017 to May 2018)

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## **JOB PROFILE**

- Coordinating office activities and operation to secure efficiency and compliance to company policies.
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Managing agent for upper management.
- Submit timely report and prepare presentation/proposals as assigned.
- Assist colleagues whenever necessary.

## **ACADEMIC CREDENTIALS**

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- **Mahatma Gandhi Kashi Vidyapeeth University**
- Bachelor of Commerce (B.COM) 2019
  
- **CBSE Board, New Delhi**
- Higher Secondary (12<sup>th</sup>) 2016
  
- **CBSE Board, New Delhi**
- Senior Secondary, (10<sup>th</sup>) 2013

## **INFORMATION TECHNOLOGY QUALIFICATION**

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- **Diploma In Computer Appli**cance
- **Diploma In Financial Accountancy**
- **CCC :- Course On Computer Concept**
- **2 Year 6 month Experience at CA “Zaheer Ahmad”**
- **Experience at Ass. Manager in Fujita Corporation till date.**
- **NDLM :- National Digital Literacy Mission**

## **STRENGTHS**

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- **Highly Organized, Highly Trainable, Quick Learner**
- **Ambitious and Hardworking, Committed to Excellence**
- **Ability to Work Under Pressure in fast Paced Environment**
- **Friendly with an upbeat attitude**

## **INTERESTS**

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- **Like to relate with people**
- **Like to stay in discipline**
- **Helping others**
- **Internet Browsing**
- **Playing Cricket**
- **Hard Working**

## **PERSONAL DETAILS**

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- **Father's Name** Mumta Ahmad
- **Nationality** Indian
- **Marital Status** Unmarried
- **Sex** Male
- **Date Of Birth** 16 Nov 1998
- **Language Known** Hindi, English, Urdu
- **Permanent Address** A 17/33 Pathani Tola, Adampura  
Varanasi, (U.P)

## **PASSPORT DETAILS**

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- **Passport Number** S 7159904
- **Date of Issue** 18/02/2019
- **Date of Expire** 17/02/2029
- **Place of Issue** Lucknow
- **Emigration Status** ECNR

## **DECLARATION**

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I, hereby declare that all information provided here are authentic and I take complete responsibility, if any of it is found to be false. I would be pleased to provide with further information if asked.

**Mohammad Harish**