

Curriculum Vitale



Name : AYAZ

Surname: AHMAD

Date and place of Birth : 01.12.1992 IN DARBHANGA BIHAR

Nationality: INDIAN

Passport No : U0992450

Social Status : SINGLE

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Education

- 2006-2007 : SSC – C.K.N High Scholl Singhwara, Darbhanga, Bihar
- 2007-2009 : HSC – M.B.D Colledge Singhwara, Darbhanga, Bihar
- 2010-2013 : B.COM – Lalit Narayan Mithila University Darbhanga, Bihar
- 2013-2014 : Diploma In Finance and accounting – NIIT Surat, Gujarat
- 2011-2012 : Diploma In Computer Application – B.I.C.T Institute Darbhanga

Professional experiences: (8 years)

01/07/2013 To 30/06/2014 : Junior Accountant “ Konika Group”

01/07/2014 To 30/06/2016: Accountant “ Konika Group”

01/07/2016 To 31/03/2018: Senior Accountant “ Konika Group”

01/04/2018 To 31/12/2018: Senior Accountant “ Mohit Tapes Pvt Ltd”

09/01/2019 To Till Date : Senior Accountant And Admin “ Centre Hospitalier International De Kinshasa (CHIK)”

From 09 January 2019 until now still working as a Senior Accountant and Admin in “ Centre Hospitalier International De Kinshasa (CHIK)”

Current activity:

- Methodically reviewed documents and accounts for discrepancies and resolved variances
- Tracked and documented all expenses.
- Maintain Sponsor collaboration with their term and condition
- Control Lab and pharmacy stock and valuation
- Prepare Doctors pay roll and their commission as per their term
- Control ERP system and resolved issue.
- Preparing cash flow and mailing to boss daily and weekly report
- Maintain surgery and all type of services price as per market situation
- Prepare Monthly Profit And Loss account statement and making budget for next Month
- Handling HR department and hospital management
- Maintain Petty Cash
- Prepare balance sheet and calculating depreciation
- Creating new plan and sharing idea to Director
- Prepare command for laboratory and pharmacy

Languages:

<i>English</i>	<i>Well Speaking</i>	<i>Well Reading</i>	<i>Well writing</i>
<i>French</i>	<i>Well Speaking</i>	<i>Well Reading</i>	<i>Medium</i>
<i>Hindi</i>	<i>Well Speaking</i>	<i>Well Reading</i>	<i>Well Writing</i>
<i>Urdu</i>	<i>Well Speaking</i>	<i>Well Reading</i>	<i>Medium</i>

Computer skills: Excel, world, power point, Mailing, Tally, Practo

Other activities : Sport, reading, internet....