

CURRICULUM VITAE

NAME:- MUSTAQUEEM IRFAN MULLA

CONTACT No :- 8830738721

KEY SKILL:- computer operator

Passport No:- P 9272941

E-mail :- mustaqueem2441996@gmail.com

Education Qualifications:-

- BCom appears
- 12th pass
- 10th pass

OBJECTIVE:-

“To Work in a challenging positional organization where I can utilize my professional caliber for achieving the goals of the organization and where I can work for the betterment of the society as a whole.”

Key accountabilities:

- Tally ERP 9.0 GST
- Advance Excel
- MS-CIT
- Account Leger
- Inventory Voucher
- Account Voucher
- Finances

Work Experience:-

I have 3 month Experience in Naaz Agency At Roha From 14th July 2018 To 26th October 2018 As Computer operators.

Working Skills:- Job Description.

Roles and Responsibilities To Process Documents by Scanning, Emailing & Filing To Support Accounts in their various accounting functions To Prepare Reports on Excel & Word To Issue Dispatch Documents and Process Bills Desired Candidate Profile Good Communication Skills Good Computer Skills such as MS Office & Scanning/Printing Must Reside with easy commute to Minto Mark/Beck Bagan Any Knowledge of Tally is a an Advantage.

Basic Computer Knowledge:-

Tally, Email, Typing, Accounting, Browsing, Formulas, Advance Excel, MS Office, Leadership Skills, Administrative Skills, Business Analysis, Pivot Table, Communication Skills, Presentation Skills, Team Skills, VLOOKUP, Internet & Management Skills.

Educational Details:-

- Bcom in mumbai universities.
- Higher Secondary Certificate Examination, HSC From Mumbai Board With Second. Class.Secondary School Certificate Examination.
- SSC From Mumbai Board With First Class.

Shorts courses Details:-

- State Institute of Information Technology 20th Feb 2018 Passed.
- State Institute of Information & Technology Tally ERP 9.0 GST Account Assistance.
- Maharashtra State Board of Technical Education.
- Maharashtra State Certificate in Information & Technology (MS-CIT) 06th Dec. 2017

PersonalDetails:-

Name:- MUSTAQUEEN IRFAN MULLA

- **Date of Birth** :- 24/04/1996
- **Gender** :- Male
- **Nationality** :- Indian
- **Religion** :- Muslim
- **Marital Status** :- Single
- **Language** :- Marathi,Hindi & English
- **Address** :- Nagothane Azad Mohalla,
House No.384, Nagothane,
Tal,Roha, Dist- Raigad,
Pin Code- 402106 Maharashtra.

Declaration:-

I hereby declare that the above states facts are true, to the best of my knowledge & belief.

Date :-

Place:- India

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MUSTAQUEEN IRFAN MULLA