

Sayeeduzzama

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CAREER OBJECTIVE:

To achieve a challenging & career prospective job, where I can enjoy job satisfaction enabling me to attain higher knowledge & potential skill, learn new techniques & gain more experience paving way to adorn higher & higher slots in the organization.

PERSONAL SKILL:

With my hard work, good communication skills & dedication, I am confident of attaining the company's objective and ability to deal with people diplomatically.

EDUCATIONAL QUALIFICATIONS:

- B.Com from Veer Bahadur Singh Purvanchal University, Jaunpur in 2013.
- 12th from U. P. Board (commerce) in 2010.
- 10th from U. P. Board (science) in 2008.

EXPERIENCE:

- Accountant in MNY and Co. (INDIA) (Sep.2013-Dec.2016).
- Accountant in Alsidrah Landscaping Co. LLC (Dec-2018.Sep-2020)
- Accountant and Cashier in Cubic Waste Trading (July-2022-till now)
- Responsible for driving the financial/operational performance of the company by using management information to influence managerial and director level decision making within the company.
- Responsible for maintaining the petty cash of the company.
- Cash handling (cash, down payment and cash cheque receipt and billing)
- Daily control of cash and cheque.
- Update and follow up a timely basis fee receivable.
- Perform other related duties as needed.

TECHNICAL QUALIFICATION:

BACHELOR IN COMPUTER APPLICATION (B.C.A)

COMPUTER SKILL:

- MS. Office(M.S.Word, M.S. Excel, Power Point)
- End user of Internet

- Tally
- All Computer software Installation
- Fluent in English, Hindi & Urdu. (Read, Write, Speak)

KEY STRENGTH

- Result Oriented.
- Excellent Communication skill.
- Convincing Power.
- Quick Learning Abilities.
- Self Motivated.
- Punctuality.
- Learner with Leadership Quality.
- Positive Attitude & Diligent.
- Easily compatible to work with Team.
- Helpful & Co-operative.
- Creativity of Mind.

PERSONAL PROFILE:

Father's Name :	Neshar Ahmad
Date of Birth :	08 TH Jul. 1993
Gender :	Male
Marital Status:	Married
Passport Number:	L9353404
Language Known:	English, Hindi, Urdu
Address:	H.No.17 Vill-Banarpur, Post-Saleempur, District- Azamgarh, U.P., India (276202)

DECLARATION:

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

SAYEEDUZZAMA