

# **CURRICULUM VITAE**

**SHAZEB NAWAZ**

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## **CAREER OBJECTIVE**

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

## **KEY SKILLS**

- Excellent knowledge of accounting-related concepts
- Knowledge in preparing accounting-related documents like invoices, bills etc.
- Good Persuasive, Problem Solving, Self Motivating, Management and Customer Service Skills.
- Knowledge in Tally and MS Excel.
- Good communication and Leadership Skills .

## **EDUCATIONAL QUALIFICATIONS**

- High School from U.P. Board in 2020 with 78%
- Intermediate from U.P. Board in 2022 with 70.40%.
- Bachelor of Commerce (B.Com) from Lucknow University.

## **PERSONAL QUALIFICATIONS**

- Diploma in Computer Application
- Tally ERP 9 Course
- Tally Prime Course
- Advance Excel Course
- Basic Computer Course

## **PERSONAL DETAILS**

Date of Birth	: 18/11/2004
Gender	: Male
Marital Status	: Unmarried
Father's Name	: Late Siraj Ahmad Khan
Languages Known	: English, Hindi & Urdu
Hobbies	: Reading books and listening to music.
Religion	: Islam

## **WORK EXPERIENCE**

1 Year Experience In Cyber Cafe And 2 Months Experience As Salesman In Insha Auto Sales And Service.

## **DECLARATION**

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Place :

Date :

Signature