

RESUME

MOHD.MURSALEEM

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Objective

I look forward to work with an organization which offers a challenging opportunity to enhance my knowledge and skills that would allow to me to contribute to achieving organizational goals to the best of my potential.

Work Experience

Rede Itech

Junior Accountant (July 2019 - June 2021)

Dedicated and detail-oriented Junior Accountant committed to the team work that leads to a team's success. Focused on continual professional and personal growth including the improvement of business and economic knowledge.

Duties: -

- ❖ Update accounts receivable and issue invoices.
- ❖ Reconcile ledgers monthly and quarterly.
- ❖ Month-end and year-end closing.
- ❖ Assist in completing audits.
- ❖ Generate reports of financial status information.

Education

- ❖ Master of Business Administration, MBA (Finance Major) from AMU, Aligarh.
- ❖ Bachelor of Commerce (B. Com.Hons.) From AMU, Aligarh.
- ❖ Intermediate from AMU Board.
- ❖ High School from AMU Board.

Project Work

- ❖ Dissertation – A study on “**Performance of FMCG Sector in India (Market record NSE)**”
Under the supervision of Dr. Syed Ahmad Saad Assistant Professor Aligarh Muslim University Malappuram Centre(Kerala).
 - To study of development and changeability.
 - To study execution of FMCG sector with market record (NSE).
- ❖ A study on “**Customer perception about tour and travel agencies (Statistics Data)**”
 - To study the price level of travel agency.
 - To make recommendation for future support.

Co-Curricular Activities

- ❖ Participated in youth parliament, Kerala (2019).
- ❖ Organized Management Fest, AMUMC (2018).
- ❖ Organized Annual Hall Function, AMU (2017).
- ❖ Worked as a Volunteer in Training Placement Office (General) AMU, Aligarh.
- ❖ Attended Soft Skill Development Programme, AMU (2018).

Skills

- ❖ Good Communication Skill
- ❖ Ability to Meet Deadlines
- ❖ Adaptable and Flexible
- ❖ Goal Oriented

Hobbies

- ❖ Adventure Sports
- ❖ Swimming

Languages Known

- ❖ English
- ❖ Hindi
- ❖ Urdu

Personal Details

- ❖ Date of Birth : 11/07/1996
- ❖ Nationality : Indian
- ❖ Marital Status : Single
- ❖ Passport No : R2154021
- ❖ Visa Status : Visit
- ❖ Permanent Address : Rampur (U.P.)

Declaration

- ❖ I Sincerely Proclaim that all the above mentioned Information is true to my belief and I am responsible for its accuracy.

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