

CURRICULUM-VITAE

MD SAQUIB HUSSAIN

AT PRESENT: DELHI NEW ASHOK NAGAR Block- D

PERMANENT ADDRESS:- DHANBAD JHARKHAND

E-Mail:- hussainsaquib643@gmail.com

Contact No:- 6299726984



CAREER OBJECTIVE:- To secure a challenge position in a reputable organization to expand my learning, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PERSONAL DETAILS:

DATE OF BIRTH : 06 August 1999
FATHER : Md Qassim
MOTHER : Akhtari Khatoon
NATIONALITY : Indian
RELIGION : Islam
GENDER : Male
MARITAL STATUS : Unmarried
LANGUAGES : Hindi & English

PASSPORT DETAILS:

PASSPORT NO : W7763280
DATE OF ISSUE : 03 April 2023
DATE OF EXPIRY : 02 April 2033
PLACE OF ISSUE : Ranchi Glaxya Mall

ACADMIC QUALIFICATIONS:

Name Of Exams	Board/University	Passing Year	Division
Matriculation	JAC	2014	2 nd Division
Intermediate	JAC (RSP Collage Jharia	2016	2 nd Division
Graduation B.com Hons	BBMKU (Binod Bihari Mahto Kolyanchal University)	2019	1 st class

WORK EXPERIENCE:

- 1 Year of experience as an accountant in CA Vikash Gupta & Co. (from 12th August 2020 to 20th November 2021)
- 2 years of experience as an Manager Assistant (Effect from 25th November 2021 to 20th September 2023)

❖ **Dealing With Following aspect.**

1. Loan Disbursement through portal
2. Mis Generation of SLD (Speed Limiting Device)
3. Accounting in tally
4. General Administration
5. Sales Man
6. Telecaller & Customer Support

Computer Skills:-

- ❖ Tally 9
- ❖ Tally 7.2
- ❖ Tally Erp 9

Ms Office

1. Microsoft Word
2. Microsoft Exel
3. Handling Mails & Drafts

Declaration:- I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false satement may disqualify me for benefits.

Date_____

Signature_____