

# CURRICULUM VITAE

## SHAHNAWAZ

.....  
R-51 mangol puri -110083, New Delhi  
Cont.:-9717835051

Shahnawazmalik781@gmail.com

### OBJECTIVE

.....  
To pursue a challenging and creative career that includes the possibility to learn new skills and abilities, To be a part of an organization that promotes term effort and provides an opportunity for value-based growth and career.

### SKILLS

- .....
- > Data processing
  - > File and database management
  - > Data entry
  - > Accounts payable / accounts receivable
  - > Accounting
  - > Commission calculation
  - > Bookkeeping
  - > Basic computer
  - > Tally

### WORK HISTORY

.....  
Accounting Assistant / Rohini sector -3 / New Delhi

- Six months working in tax affairs.

Senior Tour Executive/ Travel Agent

- 1 Year Working experience in Travel Company at India Invites Travels Pvt. Ltd.

Process Associate / Gurgaon

- 1 Year+ Working experience in IGT Solutions Pvt. Ltd.

### Education

- .....
- 10th From CBSE Board Delhi
  - 12<sup>th</sup> From CBSE Bord Delhi
  - Graduate in B. Com from Delhi University

## PERSONAL DETAIL

.....

- FATHER NAME: Sh. Rashid khan
- DATE OF BIRTH : 20/03/1996
- NATIONALITY : Indian
- GENDER : Male
- MARITALSTATUS : Single
- LANGUAGE KNOW : English & Hindi

**Place: New Delhi**

**Date: / /**

**SHAHNAWAZ**