

# RESUME

## MOHD SAIF

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### CAREER OBJECTIVE

To work for an organization this provides me the opportunity to improve my skills and knowledge so as to utilize them for organizational and individual growth.

### ACADEMIC QUALIFICATION

- High School from U.P. Board in the year 2015 with I div.
- Intermediate from U.P. Board, in the year 2017 with II div.
- B.Com. from V.B.S. Purvanchal University, Jaunpur, U.P in the year 2020 with II div.
- M.Com (Pursuing) from V.B.S. Purvanchal University, Jaunpur, U.P

### EXPERIENCE

- Worked as a Finance Executive in CACD (Centre for Arbitration & Consultancy Development) for 1 years (05 April 2021 – 11 April 2022)
  - Manage all accounting transactions.
  - Prepare budget forecasts.
  - Publish financial statements in time.
  - Handle monthly, quarterly and annual closings.
  - Reconcile accounts payable and receivable.
  - Ensure timely bank payments

### ADDITIONAL QUALIFICATION

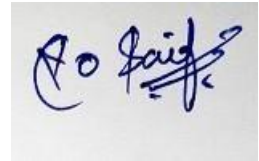
- D.F.A. (Diploma in Financial Accounting)

### PERSONAL DETAILS

DATE OF BIRTH	01 <sup>ST</sup> AUGUST, 1996
FATHER'S NAME	MR. MOHD ISLAM
MOTHER'S NAME	MRS. SHAHNAZ BANO
GENDER	MALE
NATIONALITY	INDIAN
MARITAL STATUS	UNMARRIED
LANGUAGE KNOWN	HINDI, ENGLISH & URDU
PERMANENT ADDRESS	MOHALLA- ABEERGARH TOLA POST- SADAR DIST- JAUNPUR 222001

## DECLARATION

I hereby declare that all the information provided here is correct to the best of my knowledge and belief.

A handwritten signature in blue ink, appearing to read 'Mohd Saif', with a stylized flourish at the end.

Date: 23/06/2022

Place: Jaunpur

(Mohd Saif)