**CURRICULAM VITAE**

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ABDUL GAFOOR RIYAZ HURZUK

At Post: - Harkol, Tal: Mangaon, Dist: Raigad,

(MS) India-402103

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**OBJECTIVES**

To be able to work in a dynamic environment for which I can promote my learning knowledge, and at the same time, to enhance my skills that would further develop my other potentials.

**WORK EXPERIENCE**

 1) Company: **CA FIRM**

Position: **Accountant**

Duration: May 2017 - Present

 Location: Mhasla, Raigad, India

# Job Description:

* Maintain whole Accounting Records to Clients
* Preparing and checking ledger balances and other monthly and yearly accounts.
* Using Computarized accounting system.
* Check Whole Record Of Receipt, Expenses Payments, Banking etc.
* Maintain NGOS accout.
* Maintain Company accouts.
* Maintained Client Documents and prepare MIS in Excel for Clients Record

**CAREER PROFILE**

* Detail-oriented, efficient and organized Professional with extensive experience in accounting systems.
* Excellent Knowledge of computer Specially Excel and Word.
* Highly trustworthy, discreet ethical.
* Willingness to take added responsibility

**ACADEMIC QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Bachlore of Commerce**  | : |  |
| **Class & division** | : | First Class |
| **College & Board** | : | Mumbai University |
| **Year of passing** | : | 2021 |

|  |  |  |
| --- | --- | --- |
| **HSC** | : |  |
| **Class & division** | : | Second Class  |
| **College & Board** | : | Mumbai University |
| **Year of passing** | : | 2018 |

|  |  |  |
| --- | --- | --- |
| **SSC** |  |  |
| **Class & Division** |  | First Class |
| **School & Board** |  | Mumbai University |
| **Year of passing** |  | 2016 |

**PROFESSIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **MS-CIT**  | : |  |
| **Percentage** | : | 75% |
| **Institution** | : | Icon Computer Mhasla |
| **Year of passing** | : | 2016 |

|  |  |  |
| --- | --- | --- |
| **DOMESTIC DATA ENTRY OPERATOR** | : |  |
| **Percentage** | : | Complete  |
| **Institution** | : | Skills Trainer |
| **Year of passing** | : | 2021 |

|  |  |  |
| --- | --- | --- |
| **ICA**  | : |  |
| **Percentage** | : | Appear |
| **Institution** | : | ICAI Pune |
| **Year of passing** | : | - |

**TECHNICAL SKILL’S**

* Ms Office
* Tally Prime
* Tally ERP 9.0
* Internet

**PERSONAL DATA**

Father’s Name: Riyaz Hurzuk

Date of Birth: Nov 23, 1999

Civil Status: Unmarried

Nationality: Indian

Language/s Known: English, Hindi, Urdu, Marathi

**PASSPORT DETAIL**

NAME IN PASSPORT : ABDUL GAFOOR RIYAZ HURZUK

PASSPORT NUMBER : S2771757

ISSUE DATE : 01/05/2018

EXPIRY DATE : 30/04/2028

 I do hereby declare that the above information is true and correct.

**ABDUL GAFOOR RIYAZ HURZUK**