

CURRICULUM VITAE

MD SAKIR ANSARI

Add-Mishrouli Jamantola

Post- Bankul, **Dist-** Deoria (u.p)

Pin- 274703

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CAREER SUMMARY

2 Year 3 months' experience as an account executive with in knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

PERSONAL QUALITIES

- Good communication skills
- Keen observer
- Smart working ability
- Multitasked

TECHNICAL KNOWLEDGE

- MS office (Word, Excel)
- Tally ERP. 9, Typing
- Internet & E-Commerce

KEY RESPONSIBILITIES HANDLED

- Maintaining Books of Accounts, Journal Entries, Ledgers, Trial Balance, Cash Book
- Accounting Voucher and Inventory Entries
- Sales, Purchases, and Depreciation Entries

WORK EXPERIENCE

- Working as **Accounts executive** with **Banka Goel And Associates** from June 2018 to till date.
- A Computer Operator, **AGRAWAL FERTILIZER** from **01/03/2017** to **05/06/2018**

ACHIEVEMENTS

- I got a certificate best perform as class representative.

PROFESSIONAL QUALIFICATION

- I have done CIA (Certified Industrial Accountancy) course from ICA (Institutes of Computer Accountants) Buxipur, Gorakhpur.

ACADEMIC QUALIFICATIONS

- Complete Bachelors of Arts from DDU University Gorakhpur.
- Passed 12th from U.P. Board in 2015
- Passed 10th from U.P. Board in 2013

PERSONAL DETAILS

Father's Name	:	Mr. Anwar Ansari
Mother's Name	:	Mrs. Nurun Nesha
Date of Birth	:	16/08/1996
Marital Status	:	Married
Nationality	:	Indian
Gender	:	Male
Religion	:	Muslim
Language Known	:	Hindi & English
Hobby	:	Reading book and Surfing Internet

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date: - 15-11-2020

Place: - Gorakhpur

(md sakir ansari)