

Curriculum – Vitae

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Abdul Haseeb

Contact No. 8094010261

Personal Profile

Father's Name : Mr. Abdul Salam khan
Permanent Address : 49- C, Sanjay Nagar D, Jhotwara, Jaipur (Raj)-302022
Contact No. : 8094010261
Date of Birth : 02 Nov. 1997
Marital Status : Single
Languages Known : Hindi & English
Nationality : Indian

Educational Qualifications

Degree	Year	University / Board	Percentage
X	2013	R.B.S.E, Ajmer	54.33
XII	2015	R.B.S.E, Ajmer	48.80
B.com		UOK, Rajasthan	
Certified Professional Computer Accountant	2016	National Institute of Finance and Accounts	67.58

Technical Skills

- **Diploma in Certified Professional Computer Accountant from NIFA, Jaipur (Rajasthan)**
- ALL –Windows operating systems , Tally, Business and Company Law, Direct Taxation, Indirect Taxes, Tally advance, Texation Software, Banking Investment and insurance, Costing &

Management Technique, Inventory & Logistics Management, Auditing

- Hindi & English typing (40 words per Minute)
- Html & Css Coding for Web Desine
- **Office applications** : all office package of windows ,

Professional Summary

#1

Company : NIFA
Work Experience : **2 Year's**
Designation : Computer Accountant
Responsibilities : Auditing, Record Maintains & data Entry

#2

Company : Truworth Infotech Pvt. Ltd.
Work Experience : **15 Month's**
Designation : Senior Executive
Responsibilities : Customer Support, Resolving Customer Complaints

#3

Company : Vertex Telecom Pvt. Ltd.
Work Experience : **9 Month's**
Designation : Executive
Responsibilities : Customer Support, Resolving Customer Complaints

#4

Company : KPM Loans
Work Experience : **1 Year's**
Designation : Representative Executive
Responsibilities : Marketing & Selling Credit Card

#5

Company : I Globe Solutions
Work Experience : **Still Working**
Designation : Process Associate (Backend)
Responsibilities : Customer Support, Team Support, KYC(Know Your Customer)

Objective:

To be associated with a progressive organization that gives me the scope to update my knowledge and skills in accordance with the latest trends and to be a part of team that dynamically works towards the growth of the organization.

Strength

Confidence : To work and finish all type of given duty in related field within a stipulated time frame.
Patience : To work any under circumstances with proper dedicate hard work and concentration.