

MOHAMMAD AMIR

Phone: +91 7388713182

Address: Naidhi, Chahaniya, Chandauli, Uttar Pradesh 232107, India

Professional Summary

Detail-oriented and motivated graduate with a strong foundation in accounting and computer applications. Proficient in Tally Prime and MS Office, with hands-on experience in financial record management. Seeking an entry-level position to leverage technical skills and contribute to organizational success.

Skills

- Technical Skills: Tally Prime, MS Excel, MS Word, Data Entry, Financial Record Management
- Soft Skills: Communication, Team Collaboration, Problem-Solving, Time Management
- Languages: English (Fluent), Hindi (Native), Urdu (Fluent)

Education

Bachelor of Arts

Mahatma Gandhi Kashi Vidyapith (MGKVP), Varanasi, India

Graduated: 2022

Intermediate (12th Grade)

Uttar Pradesh Board, India

Completed: 2018, 51%

High School (10th Grade)

Uttar Pradesh Board, India

Completed: 2016, 73.83%

Certifications

- Advanced Diploma in Computer Applications (ADCA), SGCSM New Delhi, 2022 (A+ Grade)
 - Learned MS Office, basic programming, and internet applications.
- Tally Prime Certification, SGCSM New Delhi, 2022 (A+ Grade)
 - Developed expertise in financial accounting and record management.

Projects

Financial Record System Development (ADCA Coursework, 2022)

- Designed and implemented a financial record system using Tally Prime for a local business.
- Streamlined data entry processes, improving efficiency by 20%.

Additional Information

- Available to relocate internationally.
- Proficient in reading and analyzing financial news to stay updated with industry trends.