

# Curriculum Vitae

Mohammad Ashkar

S/O Abdur Raoof Khan

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## OBJECTIVE

To working a challenging and creative environment and seeking A position to utilize my skills and abilities in a Mechanical Engineering Field, Self-Assurance and Professional growth while being Resourceful, Innovative and Flexible.

## ACADEMIC DETAILS

<u>Examination</u>	<u>Institute</u>	<u>University/ Board</u>	<u>Passing- Year</u>
12 <sup>th</sup>	Saint Saif Inter Collage Gajraula	Up Board Allahabad	2018
B-Com	Jhamman Lal Degree Collage Hasanpur	MJP Ruhelkhand	2023
Cs Executive	ICSI	ICSI	Pursuing
LLB	Shri Mangalam College Of Law And Management	CCSU	Pursuing

## Experience

- 6 Months experience with **Perfect Arts laser Die** as an account executive.
- 3 years of experience with **PGM & Associates** as an account executive.
- Currently working with the **Intellect Corporate Services Pvt. Ltd** since 1st Feb'2024.

## Job Profile:-

- Vendor Reconciliation of **Marks & Spencer, Lenskart.**
- Accounts payable team lead of **Pizza Express**
- Handling team of accountants in **GRN and reporting to senior.**
- Accounting of **Apco Worldwide (India) Pvt Ltd.**
- GSTR Filing.
- ITR Filing.
- TDS Return filing
- ROC Compliances
- Accounting
- Book Keeping
- Reviewing of books of accounts
- Clients Handling

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## Working Software

- Tally Prime/Erp
- Busy
- Quick Book
- Genius
- MS Excel

## Strengths

- Self-Motivated and Enthusiastic.  
Quick learner, hardworking and good position thinker.
- Good communication skills and good level for grasping new things.
- Team work and adaptable to any environment

## Achievement

- Participated in collage and school level cultural activities, quiz computations.
- Participated in group discussions and paper presentations.

## Personal Details

Name:	Mohd. Ashkar
Father's Name:	Abdul Rauf Khan
Date of Birth:	5 <sup>th</sup> may,1996
Languages:	Hindi, Urdu and English
Hobbies:	Learning New Things, Playing Cricket
Nationality:	Indian
Marital Status:	Single
Address:	H.No. R-10,4th Floor, Gate No. 3, Near Hari Masjid, Joga Bai Extn., Jamia Nagar South, Okhla, New Delhi- 110025