

CURRICULUM VITAE

MOHAMMAD ARIF

Mobile No-(+91)8984166978

E-Mail id- arifmohammad635@gmail.com

Date of Birth-19/03/1997

Father's Name- Mohammad Sana Ullah

Address: At- Sujagad ,Po- Nayahat , Dist- Puri , Pin – 752107



Career Objective:-

Secure a responsible Position in account management and serve as an accountant representative sharing my breadth of experience and abilities effecting mutual employee & Employer growth and success.

Academics:-

Degree	Institute	Board/University	Percentage	Year
B.COM	M.M.Vidyalaya	Utkal University	52%	2017
H.S.C	M.M.Vidyalaya	CHSE	45%	2014
S.S.C	N. high school	BSE	56%	2012

Skills:-

Analytical- Financial management , Accounting

Operating system- Windows XP,Windows-7

Software's- Ms word ,Ms excel ,Tally erp9,IDS Hotel software ,winhms

Professional Experiences:-

- Working as an **Accounts intern in Estuary sarover portico in kerla** From Jan 2020 to june 2020 Which Deals with sarover group hotels
- Working as an **Accounts Assistance in Oaks hotel Bodhgaya Bihar** From Jan 2021 to april 2021 Which Deals with Minor group International hotels

Key Skills:-

- Daily accounting , Vendor reconciliation,Payables
- Invoice Receipt, Verification and Processing accurately and timely . Invoice matching Identify

- Clearing all data time to time & Preparing reports
- Passing entry Day to day transaction
- Proficient in identified the new resources of funds and also invest them for getting good revenue .

Area of Strength:-

- Achievement Oriented backed with Strong commitment level and ability learn quickly.
- Strong Interpersonal & organizing skill
- Good presentation & communication skill

Personal Information:-

Name : Mohammad Arif

Fathers Name : Mohammad Sanaullah

Date of Birth : 19TH March 1997

Gender : Male

Marital status : Single

Language Known : Odia ,Hindi ,English

Nationality : Indian

Hobbies : Listening Music, Reading book , Playing ludo & carom.

Strength : Leadership & Self motivated

Declaration:-

I hereby declare that all the details Mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness above mentioned particulars.

Thanks & Best regards

(Mohammad Arif)