

# ATIK MOHAMMAD

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Sabana Complex,  
Veraval – 362 265

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## **CAREER OBJECTIVE:**

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

## **PROFESSIONAL SUMMARY:**

- ❖ **B.Com with 2 years of Experience in the field of ACCOUNTING, FINANCE, AUDITING, TAXATION.**
- ❖ Good Knowledge of Accounting & its Principles.
- ❖ Good command over TALLY version 7.2 to EXP 9.

## **PROFESSIONAL QUALIFICATION:**

- ❖ Pursuing M. Com. from Saurashtra University – Rajkot (2016 - 2018)
- ❖ Pursuing C.A Course in IPCC Level (intermediate)

## **ACADEMIC QUALIFICATIONS:**

- ❖ B.Com from C.L. College (Saurashtra University) - Junagadh, 2016
- ❖ Sr. Secondary from I.D.Chauhan School (G.S.E.Board) - Veraval, 2013
- ❖ Secondary from I.D.Chauhan School (G.S.E.Board) - Veraval, 2011

## **COMPUTER PROFICIENCY:**

- ❖ Working knowledge of Windows and Internet, and familiar with MS-Office
- ❖ Basic knowledge of Miracle and Oracle
- ❖ Information Technology Certificate Issued by ICAI

## **PROFESSIONAL EXPERIENCE:**

- ❖ Just a Fresher
- ❖ INTERSHIP from S.B.Tanna & Co. at Veraval from the period August 2015 – July 2017

## **PROJECT DETAILS:**

- ❖ Information Technology Training

A training programme conducted by the ICAI to get the understanding of use of Application Software relevant for Accounting.

❖ **Orientation Programme**

A programme conducted by ICAI to develop effective communication and presentation skills and develop Good Professional Etiquette

**SKILLS:**

- ❖ Good Communication Skills
- ❖ Easily negotiate with other people.
- ❖ Have high level of persuasiveness.
- ❖ Can work effectively in team, as well as individually
- ❖ Have good inter-personal skills

**PERSONAL INFORMATION:**

- ❖ Father's Name                   :-       Mohammad Panja
- ❖ Marital Status                 :-       Unmarried
- ❖ Sex                               :-       Male
- ❖ Date of Birth                   :-       19<sup>th</sup> November, 1995
- ❖ Language Known             :-       English, Hindi, Gujarati
- ❖ Nationality                    :-       Indian
- ❖ Strength                       :-       Confident,  
Positive attitude,  
Hardworking,  
Punctuality,  
Good Listener and Quick Learner.

ATIK MOHAMMAD