



Sahzeb Afaque Ahmad

Basti, Uttar Pradesh
7607632376 | ksahzeb718@gmail.com
in

Objective

Motivated and detail-oriented B.Com graduate with a 1-year Certified Industrial Accountant (CIA) certification. Proficient in Tally, MS Excel, and bookkeeping, with hands-on experience in GST and TDS projects. Seeking an opportunity to contribute to the efficiency and accuracy of back-office, accounting, or data management functions in a reputed organization.

Education

- Siddharth University** 2023
Bachelor in Commerce
53
- Purvanchal Degree College** 2020
Intermediate(12th)
61
- Central Academy** 2017
High School
8.4 CGPA
- ICA Edu Skills** 2024
CIA(Certified Industrial Accountant)
A

Skills

- Proficiency in Tally
- GST (Goods and Services Tax)
- MS Excel (Vlookup, Hlookup, Data Validation, Conditional Formatting)
- TDS(Tax Deducted at Source)
- Bookkeeping
- Data Entry
- Billing

Projects

- GST Project**
Hands-on filing and recording of GST transactions and returns

Interests

- Deep Fascination for SAP(System Application and Product) Program

Languages

- English(Intermediate) Hindi(Fluent)

Personal Details

- Date of Birth : 16/02/2000
- Marital Status : Single
- Nationality : Indian
- Gender : Male

Additional Information

Quick learner with a strong understanding of accounting principles
Able to handle billing, inventory, and data entry tasks accurately
Capable of managing multiple tasks in a fast-paced environment