Nai Basti, B-14 BIJNOR, 246701

+918979732298

Sk3874633@gmail.com

CORE QUALIFICATIONS

COMMUNICATING: Good communication skills.
LEARNING ABILITY: Quick Learner.
POSITIVE ATTITUDE: Creating a Positive Work Environment.
GOAL ORIENTED: Fast Result Achiever.
MOTIVATION: A self-motivated hard & smart worker.
PATIENCE: Decision-making skills in critical situations.

PERSONAL DETAILS :

- Father's Name**: Mohd Shahzad**
- Date of Birth**: 06/07/2000**
- Gender**: Male**
- Marital Status**: Unmarried**
- Nationality**: Indian**

LANGUAGES

Hindi, English & Urdu.

AMIR

OBJECTIVE

To be placed in a reputed concern, where my skills and talent will be used to achieve the organization's goal and which in turn will enhance my capabilities.

EXPERIENCE

November 2022 - November 2023
Data Analyst (Verification Department) MARKSCAN (Digital Intellectual Property) | Noida

- Verified **70k+** URLs of internet domain websites on a daily basis.
- Verified **15k-20k+** URLs of all social media platforms like **TG, FB,** and **IG**.
- Supervised a high-performing **verification team** of four.

November 2020 - December 2021
Accounts Assistant RABBANI & ASSOCIATES | BIJNOR

- **1 year** experience in **GST** & **ITR** working.
- **1 year** experience in **ACCOUNTING.**

EDUCATION

2020
B.com (Honours) | Pursuing
M.J.P.R University

2018
Intermediate
U.P Board Allahabad University

2017
Diploma in Master | Tally
RCTI, Bijnor, UP

2016
High school
U.P Board Allahabad University

2016
ADCA (Advanced Diploma In Computer Application)
RCTI, Bijnor, UP

DECLARATION :

- I hereby declare that all the statements in this resume are true, complete, and correct to the best of my knowledge and belief.