

CURRICULUM VITAE

HUZEFA MARKANDE

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CAREER OBJECTIVE: -

To understand all the aspects of Organization and to obtain the capabilities to become a better employee towards the growth of the organization.

COMPUTER ACQUAINTONCE: -

- **Operating System:**

Knowledge (MS-word, MS-excel, MS-power point, and Internet).

Tally ERP 9.

EDUCATIONAL QUALIFICATION: -

QUALIFICATION	INSTITUTE	UNIVERSITY/ BOARD	YEAR OF PASSING	CLASS
SSC	MOHAMMEDI URDU HIGH SCHOOL	MUMBAI	MARCH 2009	2 ND CLASS
HSC	HAJJAN ZAINABIA JR.COLLEGE	MUMBAI	FEBRUARY 2011	2 ND CLASS
BMS	P.L.SHROF COLLEGE	MUMBAI	MARCH 2014	2 ND CLASS

OTHER QUALIFICATIONS: -

Attained Training with **MAHESH COMMERCE CLASSES**, Palghar as “Accounts & Taxation” for 3 months.

- The area of training covered as under:

Learned basic accounting with writing day to day books of accounts in TALLY- ERP-9 i.e. Bank book, Cash book, Purchase Register, Sales Register, Debit Note & Credit Note Register, Journal Voucher Register etc.

NATIONALITY: - Indian

HOBBIES: - Reading Newspaper, Novels, playing Indoor & Outdoor Games, Listening Music, Internet Surfing etc.

WORK EXPERIENCE: -

- 1) **Karamtara Engineering Co. Pvt Ltd.**
Designation: - Store and Purchase Department (SAP).
Period: 16th Aug 2015 to 18th Sept 2016.
- 2) **V M Laminates Pvt Ltd.**
Designation: - Accounting and Administration Department (Tally ERP 9).
Period: - From 02nd March 2017 to 18th Feb 2018.
- 3) **THEEM COLLEGE OF ENGINEERING BOISAR.**
Designation: - Accounting and Administration Department (Tally ERP 9).
Period: - From 02nd June 2018 to till date.

PERSONAL PROFILE: -

Date of Birth: - 27 Jan 1993

Marital Status: - Single

Languages Known: - English, Hindi, Marathi and Gujarati.

PERMANENT RES. ADDRESS: -

AT & POST: -Tarapur, Hakim Mohalla, Tal- Palghar, Dist - Palghar. Pin code: - 401 502.

DECLARATION: -

I hereby declare that the information given above is true & to the best of my knowledge & belief.

(Markande Huzefa)