

SYED ARAFAT ABDUL RAZZAQ

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CARRER OBJECTIVE

To pursue a challenging career and be a part of a progressive organization that provides opportunities to enhance my knowledge and utilize my skills towards the growth of the organization. Currently pursuing US CMA certification to strengthen my expertise in management accounting and finance

EDUCATION

OSMANIA UNIVERSITY

Hyd, TG | **July 2022 – April 2025**

- Bachelor of Commerce (B.com Computers)
- Cumulative **GPA** – 8.7/10.00

CRESCENT JUNIOR COLLEGE (TSBIE)

Hyd, TG | **April 2020 – March 2022**

- Commerce Economics Civics (CEC)
- Percentage – 84.4%

INDO EMBASSY HIGH SCHOOL (SSC)

Hyd, TG | **April 2019 – March 2020**

- Percentage – 74.10%

AREAS OF EXPERTISE

• Interpersonal skills –

- Team Player,
- Active Listener
- Communication
- Problem-solving
- Leadership

• Technical skills –

- Tally Prime
- Tally ERP9

• Data Analysis –

- Microsoft Office
- Microsoft Excel (advanced features)

• US CMA Knowledge –

- Financial reporting and analysis
- Strategic management
- Planning and budgeting
- Internal controls and risk management

CERTIFICATIONS

- Diploma in Accounting and GST.
- Pursuing US CMA (Certified Management Accountant) | Expected completion: June 2026
Focus areas: Financial planning, analysis, control, decision-making, and professional ethics

PROFESSIONAL EXPERIENCE

Trainer – Computer Institute | 6 months

- Conducted training sessions on Microsoft Office (Advanced Excel), Tally ERP9, and Tally Prime
- Provided hands-on guidance to students on practical applications of accounting and data analysis tools.
- Helped learners build foundational and advanced skills, enhancing their employability in accounting and finance roles.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge.

SYED ARAFAT ABUDL RAZZAQ