

# MD AQUIB JAWED

H no 101, Shamsher Nager, Friends Colony, Near Haveli Garden, Dhanbad, Jharkhand -828130 9113780939 | aquibk 847@gmail.com

### **Personal Details**

Date of Birth : 25/10/1994
Marital Status : Single
Nationality : INDIAN
Religion : Islam
Gender : Male
Place : Dhanbad

### Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### Education

• JHARKHAND ACADEMIC COUNCIL INTERMEDIATE (SCIENCE STREAM) 56.4%

2012

• C.B.S.E 10TH 61% 2009

### Languages

• ENGLISH,HINDI,URDU

### Skills

Tally erp 9,Tally prime,E-invoicing,E- way bill generate,Ms -excel,Ms-Word,E-mail drafting

### **Experience**

### GLOBAL TRADERS

02 MAY 2014 - 10 JUNE 2019

Data entry operator

- 1.200-300 sales entry in tally prime
- 2. Sales and purchase entry in tally prime
- 3. Creating e -way bill generation
- 4. Creating ledger of party
- 5. Cheque issue for the party or for the makers.
- 6.Trasportation Follow Up.
- 7.E-mail Drafting
- 8. Managing the customer Queries
- 9. Managing the cash Department

### M A TRADING

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- 1.200-300 sales entry in tally prime
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- 3. Creating e -way bill generation
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- 6.Trasportation Follow Up.
- 7.E-mail Drafting
- 8. Managing the customer Queries

10 JULY 2019 - 15 MARCH 2022

### • SUN APPARELS

Data entry operator

- 1. Sales and purchase entry in tally prime
- 2.E-mail Drafting
- 3. Creating ledger of the party
- 4. Transportation Follow up
- 5.GST calculation
- 6.Bank statement entry in Tally prime
- 7. Maintain receipt, records and withdrawal of the stock room.
- 8. Assign work order to staff, records work performed and material used.
- 9. Recieved, store and distribute merchandise.
- 10. Ensuring that the store clean, organized and stocked with merchandise.

### **Interests**

• CRICKET, LISTENING MUSIC, TRAVELLING NEW PLACES

...: :.. पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं रथान / Old Passport No. with Date and Place of Issue H.NO.101, SHAMSHER NAGAR, FRIENDS COLONY विविध सेवा / MISCELLANEOUS SERVICE Prugi / OBSERVATION विद्या / कानूनी अभिभाषक का भाग / Name of Father / Legal Guardian PIN:828130, JHARKHAND, INDIA B. POLYTECHNIC, DHANBAD पति या पत्नी का नाम / Name of Spouse RC01C4071706218 भासा का नाम / Name of Mother AZMERI KHATOON MD FEROZ KHAN फाईल नं./ File No.



5166 4875 9103



# GOVERNMENT OF INDIA

मो अकु इब् जाबेद Md Aquib Jawed

जन्म वर्ष / Year of Birth: 1994 पुरुष / Male







# भारतीय विशिष्ट पहचान प्राधिकरण UNIQUE IDENTIFICATION AUTHORITY OF INDIA

पताः S/O: मो फिरोज़ खान, मकान न 101, ईद्गाह रोड, डॉ आई ए खान के पास, शमशेर नगर फ्रेंड्स कोलिनी, विशुनपुर, धनवाद, बी.पॉलीटेक्नीक, झारखण्ड, 828130 Address: S/O: Md Feroz Khan, H no 101, Edgah Road, Near Dr I A Khan, shamsher Nagar Friends Colony, Bishunpur, Dhanbad, B.polytechnic, Jharkhand, 828130



1947 1800 180 1947



help@uidai.gov.in



www.uidai.gov.in



P.O. Box No. 1947, Bengaluru-560 001



# INCOMETAX DEPARTMENT MOHAMMED AQUIB JAWED

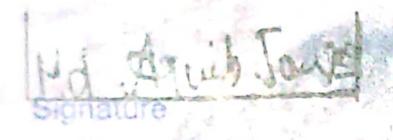
मारत सरकार GOVT. OF INDIA

MOHAMMED FEROZ KHAN

25/10/1994

Permanent Account Number

AVEPJ3836E





क्रमांक S.No.SSE/2009/

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

CENTRAL BOARD OF SECONDARY EDUCATION

0587438

अंक विवरणिका MARKS STATEMENT सेकण्डरी स्कूल परीक्षा, 2009

ALL INDIA

SECONDARY SCHOOL EXAMINATION, 2009

THE Name MD AGUIB JAWED

अनुक्रमांक Roll No. 5153430

याता का नाम Mother's Name AZMERI KHATOON

पिता का नाम Father's Name MD FERDZ KHAN

जन्म तिथि Date of Birth 25TH OCTOBER NINETEEN HUNDRED NINETY FOUR विद्यालय School 09540 DHANBAD CITY SCHOOL BHULI RD BYE PASS DHANBAD JH

-	विषय कोड			प्राप्तांक MARKS OBTAINED				
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and the second s	087	SOCIAL SCIENCE	051	018	069	SIXTY NINE	C1	

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपरिश्वत Absent in the Subject

PR : प्रयोगात्वक Practical

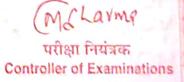
IA : आंतरिक मृत्यांकन Internal Assessment

दिल्ली Delhi

दिनांक Dated 29-05-2009

परिणाम Result

PASS





प्रमाणित किया जाता है कि MD AQUIB JAWED माता श्रीमती AZMERI KHATOON पिता श्री MD FEROZ KHAN

रोल कोड 21004 क्रमांक 10899 ने झारखण्ड अधिविद्य परिषद् द्वारा आयोजित 2012 की वार्षिक इन्टरमीडिएट SCIENCE परीक्षा ANNADA COLLEGE

SECOND

श्रेणी में उत्तीर्ण की है।

This is to certify that MD AQUIB JAWED Son/daughter of Sml. AZMERI KHATOON

& Shree MD FEROZ KHAN

Roll Code Roll No. 21004 Annual Intermediate of SCIENCE

10899

hassed the Examination,

एव

2012 conducted by the Jharkhand Academic Council

from ANNADA COLLEGE

and was placed in SECOND Division.

109227

राँची

Date: 2nd September, 2012

सुबील कुमार राम



## JHARKHAND ACADEMIC COUNCIL RANCHI

### **INTERMEDIATE EXAMINATION - 2012**

MARKS STATEMENT

M. S. No. : 020695

The following are the marks obtained by MD AQUIB JAWEI

College / +2 School ANNADA COLLEGE DT-HAZARIBAGH

Roll Code 21004 Roll No. 10899 Registration No. 21004-RS-0934-10 at the

Intermediate of SCIENCE Examination, 2012 held in the month of February, 2012



CIPTE TAILED	Full	Pass	MARKS OBTAINED 1 45 6			SCAPRS CO	of St. Harakay 1 of 18
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Aggregate TWO HUNDRED EIGH Marks 500	282	R	2ND DIVISION				

June 1, 201

