

RESUME

MD FIROZ ALAM

Add.- Star Colony ward no 4 Lohardaga

Pin Code- 835302

State- Jharkhand

Contact No.- 8789092040/8409429993

email-firozkhaan8409@gmail.com

Objective

- A challenging and responsible position with opportunity for advancement of potential in the finance where my comprehensive knowledge and professional experience will enhance the productivity and effectiveness of the organization. I prefer doing a job that will be tough and challenging.

Computer Proficiency

Typing skills : Hindi, English

Computer skills : DCA, ADCA, TALLY

Academic qualification

Sr. No.	Class/ Degree	Board/ University	Year	Percentage
1.	10 th	JAC	2012	76%
2.	12 TH (I Sc)	JAC	2014	59%
3.	B A	Ranchi university	2022	57%
4.	M A	Ranchi university	2024	54%

Personal Skills

Capability to work with autonomously & under pressure.

Good communication skill.

Ability to multi task.

Excellent documentation skill.

Work experience.

- I am Running Common Service Center from jan 2021 .

Personal Vitae

Name	:	Md Firoz Alam
Father's Name	:	Md Azaz
Mother's Name	:	Bebi Parween
D.O.B	:	10/01/1997
Bike	:	Yes
Marital Status	:	Unmarried
Gender	:	Male
Contact No.	:	8789092040/8409429993

Declaration:-

I hereby declare that all the information provided above is true and authentic.

(Md Firoz Alam)