

# Hamza Manzoor

**Personal Profile : Date of Birth : -24/11/1994. Languages Known : -English, Hindi, Urdu.**

**Marital Status : -Unmarried. Nationality : -Indian**

Bhopal, Madhya Pradesh

[hamzamanzoor1920@gmail.com](mailto:hamzamanzoor1920@gmail.com)

7000527043

To work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## Work Experience

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### **Support Executive (Finance)**

Osswal info system Pvt ltd - Bhopal, Madhya Pradesh

December 2019 to January 2021

My work is to support closely front facing Client or Remotely both which is related to ERP Software, account related issues, taxation issues, technical issues, software issues, last but not least Connection issues etc, as per project requirement.

Osswal infosystem is a SAP B1 Silver Partner which is main work to implement the ERP software and give support to clients as per project.

### **Service Executive**

shefali business solution - Bhopal, Madhya Pradesh

November 2018 to April 2019

shefali business solutions is a Tally software partner.

work : Provide customer support through telephone or any desk, to resolve queries like accounting, GST, and Tally software related.

### **Accounts Asst (College Internship)**

Roshan AKOUNTAX Pvt.ltd - Bhopal, Madhya Pradesh

August 2016 to October 2016

Training in Accounts field for 3 Months, Summer Internship Training SIP

## Education

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### **MBA in (Finance, HR) Dual specialisation :- 65%**

VNS group of Institution affiliate By Barkat Ullah University - Bhopal, Madhya Pradesh

July 2016 to September 2018

### **B.com in Commerce, Economics :- 64%**

All saints' College Bhopal - Bhopal, Madhya Pradesh

July 2013 to June 2016

## Skills / IT Skills

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- ITI (COPA) Board NCVT Diploma 1 year, Computer Operator
- Microsoft Office, Tally.ERP9, SAP B1 ERP, Spine Payroll Software knowledge, Advance Excel like Vlookup, Pivot Table, Data Analyst, Support, IT Knowledge, SQL Database Knowledge, Client Relationship Skill, Handle Grievance and Resolution Skills, Accounts Receivable, Accounts Payable, Salary Payable knowledge, Tax, Taxation, GST, General law's, Power BI Tool Basic understanding skills, Email writing skill, Conversation Skill, Handle Client pressure skills, Basic Project implementation skills Communication skills. (1 year)

## Certifications and Licenses

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### **Tally Erp9.0 , GST, WORKSHOPS**

- : 3Months course tally Erp9.0!
- : GST Training 2 days programmed Under CA!
- : 1Month Training Basic Incometax Return provided by All Saints college , Under CA!
- : Workshop 1 day programmed conducted by VNS Group of Institutions, For Various field are as:- Presentation skills, Marketing, HR & Finance!
- : Good knowledge of Tally

## NGO, Non-Profit / Student Organizations

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### **CII Young Indians Member**

October 2017 to October 2018

Confederation of Indian Industry, provide to grow our Young Indians in the field of Business, Entrepreneur, Employers and others working Businesses.  
More Info, [www.Cii.in](http://www.Cii.in)

## Additional Information

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:Completed one year Urdu Language Diploma Through NCUL

:Industry Visit

Bhaskar Denim Industry Mandideep, one day programmed conducted by VNS GROUP of Institutions.  
learn about how to make Denim Cloths.

Strength :

- self confidence
- Team spirit
- positive attitude
- Enjoy learning new things

Declaration :

I hereby affirm that the above information given by me is true to the best of my knowledge and belief.  
I will solely be responsible for any discrepancy found in them.

Thanking you  
hamzamanzoor1920@gmail.com

Place : Bhopal