

**NAME: MURTUZA IMTIYAZ DAKHANI**

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**Summary:**

TO WORKS TOWARDS ACHIEVING GREATER SUCCESS IN CAREER WITH CONSISTENCY ,  
POTENTIAL AND ABILITIES TO WORK WITH OTHER TO ACHIEVE ORGANISATIONAL GOALS , AIMS AND OBJECTIVES.

**QUALIFICATION:**

Examination	Specialization / Board / University	Year of passing	Percentage / CGPA
BACHELOR OF ACCOUNTING AND FINANCE	VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY	2022-23	9.37
HSC / Diploma	MAHARASHTRA STATE BOARD	2019-20	84.40%
SSC	MAHARASHTRA STATE BOARD	2017-18	78.00%

**WORK / INTERNSHIP EXPERIENCE:**

WORKED AS AN INTERN IN MAHESH TUTORIALS FROM ( APRIL – JUNE ) AS A

- CENTRE ADMINISTRATOR
- BUISNESS DEVELOPMENT
- CUSTOMER SERVICE

WORKED AS AN ADMIN ACCOUNTANT AT CORNELIUS AND DAWAR FOR 2 YEARS

- TAX FILING/RETURNS
- PROFICIENCY IN EXCEL AND MS OFFICE
- VOUCHERS ENTRY
- ADMINISTRATOR
- HANDLING CASH TRANSACTIONS

WORKED AS A TRAVEL ASSISTANT FROM MAR 2020 – JULY 2020

- SALES EXECUTIVE
- TRAVEL CONSULTANT (VISA)
- RETAIL OFFICER
- TICKETING

**PROFESSIONAL SKILL:**

- ABLE TO COMPLETE TASK WITHIN THE STATED DEADLINE.
- ABLE TO WORK IN A TEAM AS A TEAM MEMBER.
- ABLE TO DEMONSTRATE EFFICIENT ORGANISATIONAL SKILLS.
- ABLE TO TAKE UP DEALERSHIP SKILLS.
- ABLE TO PRESENT AND COMMUNICATE SKILLS.
- ABLE TO ADOPT AMY WORKING ENVIRONMENT.
- ABLE TO WORK AT ANY SHIFT.

**KEY SKILLS:**

Examination	Specialization / Board / University	Year of passing
LIBREOFFICE CALC 6.3	SPOKEN TUTORIAL BY IIT BOMBAY	2022-23
QUANTUM LEARNING TALLY PRIME WITH GST AND TDS	VALUE ADDED COURSE	2023
SOFT SKILLS	SPOKEN ENGLISH ACADEMY	2023
PROFESSIONAL SKILL MASTERY	VALUE ADDED COURSE	2020-2021
SKILL ENHANCEMENT COURSE	INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	2021-2022
TALLY ERP 9 AND TALLY PRIME	KEERTI COMPUTER INSTITUTE	2018
MSCIT AND EXCEL	MAHARASHTRA KNOWLEDGE CORPORATION LTD	2018

**CO CURRICULAR ACHIEVEMENTS:**

Participation	Specialization / Board / University	Year	GRADE
COMMERCE 'A' THON	COMMERCE ASSOCIATION	2023	FIRST
QUIZ COMPETITION	STATE BOARD	2018	SECOND
ELEMENTARY GRADE DRAWING EXAMINATION	GOVERNMENT OF MAHARASHTRA DRAWING GRADE EXAMINATIONS.	2014	A

**SOFT SKILLS:**

- COMMUNICATION SKILLS
- ETIQUETTES
- GOAL SETTING
- SMARTWORK
- LEADERSHIP

**FIELD OF INTEREST:**

- APPOINTED AS A PUBLICITY HEAD (DLLE) FOR THE ANNUAL COLLEGE FEST 'UDAAN' (2022)
- MANAGEMENT HEAD – COLLEGE INDEPENDENCE DAY (2018)
- HEAD CAPTAIN – FOR INCHARGE OF DISCIPLINE AND POLITE (2015 & 2016)
- CERTIFICATION IN MONOPOLY BIDDING (2<sup>nd</sup> PRIZE)

**PERSONAL INFORMATION:**

NAME	DAKHANI MURTUZA
FATHER'S NAME	IMTIYAZ AHMED DAKHANI
LOCATION	DUBAI , UNITED ARAB EMIRATES