

MOHAMMAD SALIK

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🔗 About Me

Clerk & Accounting Assistant with expertise in Tally Prime, Excel, Word, and PowerPoint. Skilled in accounting, financial record management, data entry, and clerical administration. Experienced in teaching young students and training freshers in accounting software. Dedicated to efficiency, accuracy, and educational development.

📈 Employment Record

Clerk | Brightland Public School, Amroha

August 2025 – January 2026 (6 Months)

- Managed student fee analysis and tracked pending dues using the school's management software.
- Handled strength management, maintaining accurate class-wise student enrollment records.
- Updated and maintained student details in the school database with accuracy and confidentiality.
- Assisted in day-to-day clerical work, documentation, and report preparation for school management.

Accounting & Computer Software Trainer | K.Com Computer Centre, Amroha

February 2026 – Present

- Teach Tally Prime, GST entries, and BRS to students and freshers at the training centre.
- Train learners in ledger creation, financial record management, and accurate data handling.
- Guide students in practical accounting applications, building their confidence in bookkeeping.
- Evaluate student progress and provide individual guidance to improve software proficiency.

Education

Bachelor of Science (BSc) - [ABDUL RAZZAQ DEGREE COLLEGE] JOYA AMROHA
(JULY 2025) with First division

- Gained a strong foundation in scientific principles and analytical thinking.

Professional Computer Course from - [K.COM COMPUTER CENTRE]

- Specialized in **Tally Prime, Excel, Word, PowerPoint**, and **data entry**.
- Trained in **accounting software, document handling, and administrative tasks**
- Learned English typing and improved typing **speed and accuracy** through regular practice.

Core Skills

- Accounting & Financial Management
- Clerical & Administrative Work
- Entry & Record Keeping
- Document Handling & Organization
- Report Preparation & Accuracy
- Effective Communication & Team Coordination

Technical Skills

- Tally Prime - Voucher Entry, Ledger Creation, GST & BRS
- MS Excel, MS Word, MS PowerPoint
- School Management Software - Fee Analysis & Strength Management
- Student Database Management

Career objective

Seeking a position where I can apply my practical experience in fee analysis, record management, and administrative work, along with my knowledge of Tally Prime and MS Office, to support the smooth functioning of an organization. With a Bachelor of Science degree and hands-on training in accounting software, I aim to bring accuracy, discipline, and a willingness to grow into every responsibility I take on.

Key Strengths

- Ability to work independently as well as collaboratively within a team.
- Quick learner with a strong focus on accuracy and attention to detail.
- Well-organized approach towards handling multiple tasks and deadlines.
- Patient and clear communicator, especially while training and guiding others.

INTERESTS

- Keeping up to date with new features and updates in accounting software.
- Reading about financial management and administrative best practices.
- Teaching and mentoring others in practical computer skills.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my Knowledge and belief. I am committed to working with complete dedication and sincerity, and I Look forward to contributing my skills and experience to your esteemed institution. I am always Willing to learn, adapt, and improve myself with time, and I assure you that I will give my best Effort towards every responsibility entrusted to me.

(Mohammad Salik)