



MURTAZA ATAYI

Date of birth: 17/09/1998

Nationality: Afghan

CONTACT

📍 Udhana-magdalla Road, VESU,
Surat – 395007

✉ Murtaza.atayi2018@gmail.com

☎ (+91) 9923652113

Languages

- Persian Native
- English Fluent (IELTS 6.0)
- Hindi Good
- Pashto Good

Technical Skill

- MS Office (Word, Excel...)
- Tally ERP 9
- QuickBooks
- SPSS Software

WORK EXPERIENCE

PhillipCapital (India) Pvt. Ltd. | Finance Intern

29/09/2021 – 29/11/2021 | Mumbai, India

- To study and understand various products offered by PhillipCapital
- Interacting with clients and educating them about the product offered
- Generating leads for various wealth products through databases, mailing lists
- Arranging calls for RM's or our mentors with the leads after basic interaction

ACTA Business | Financial Accountant Intern

27/11/2019 – 07/01/2020 | Mansoura, Egypt

- Preparing journal entries
- Creating profit and loss accounts
- Balance Sheets
- Reconciling daily and monthly transaction

EDUCATION

Master of Business Administration (MBA)

01/01/2021 – 31/05/2022 PUNE, India

Department of Management Sciences (PUMBA), Savitribai Phule Pune University (SPPU)

CGPA 8.75/10 | A+

Bachelor of Business Administration (BBA)

01/09/2017 – 30/04/2020 Pune, India

Sinhgad Technical Education Society's Science (B.C.S) College affiliated with Savitribai Phule Pune University (SPPU)

1565/2400 | First Class

Higher Secondary School

22/06/2015 Helmand, Afghanistan

Roushd Privat High School

92/14%

EXTRA – CURRICULAR ACTIVITIES

- 2023** Volunteer member of the Hazara Students Association in India (HSAI); and teacher of English for Afghan girls in Afghanistan, through online platforms.
- 2022** Participated as a volunteer in a social project for distributing, stationary, clothes and some sweets to school children in a labour camp.
- 2021** Online courses: Corporate Finance, Ratio Analysis, Financial Analysis.
- 2020** Participated as a volunteer in the "NEW NORMAL AND VOICE OF YOUTH" Program in a Video Competition held by ISRCY
- 2019** Participated in International Conferences and State Level Seminars