

# RAZEEM UMMER NV

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## WORK EXPERIENCE

- **ADMINISTRATIVE ASSISTANT AND ACCOUNTS EXECUTIVE, Saravana Global Energy Limited, Pondicherry, Pondicherry, India**(Mar 2018 to Present)
- **AUDIT ASSISTANT “, NKM & Associates Chartered Accountant”, Chennai, Chennai, India**(Mar 2015 to Nov 2016)

## EDUCATIONAL BACKGROUND

- **Kannur university, , MBA , 2018, Finance and Marketing**
- **The New College Chennai, Madras University , Chennai, B.COM, 2015,**

## SKILLS

- **tally**
- **peach tree**
- **quick book**
- **ms office**

## PERSONAL BACKGROUND

- **Birthday: - 1994-01-31**