



## RAZEEM UMMER NV

THALASSERY, KERALA



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razeem14nv@gmail.com

### Personal Skills

- Problem Solving
- Analyzing Information
- Managing Process
- Customer Relation
- Handling Cash
- Reporting Skill

### Language Proficiency

English & Malayalam



Hindi & Tamil



### Area of Interest

- Customer Relation
- Administration
- Documentation
- Operations

### CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding in a reputed organization and as to take responsibility and contribute my best abilities to attain height of success

### EXPERIENCE

- ❖ Working as **ADMINISTRATIVE ASSISTANT AND ACCOUNTS EXECUTIVE** in Saravana Global Energy Limited, Pondicherry (2018-Present)

#### Responsibilities handled:

- Responsible for monthly closing of books and preparation of financial statement, GST preparation and reconciliation.
- Preparing cash vouchers Prepare reports on accounts payable and accounts receivable
- Managed the internal and external mail function
- Provide customer support for the client and Provide telephone support
- Enter posting of purchase, sales, payment ,receipt collection and journal Voucher
- Managing day to day activities, Handling and enhancing the operation, Analyzing day to day expense and incomes and writing reports

- ❖ Worked as **AUDIT ASSISTANT** at "NKM & Associates Chartered Accountant", Chennai (2015-2016)

#### Responsibilities handled:

- Verified journal entries, outstanding balance and reconciliation of accounts
- Work as a part of a team on checking client's financials and providing client focused services
- Monitor and ensure all tax filings are done before the filing deadlines
- Check all accounting and clients' databases are updated and functioning properly.
- Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.

- Financial Service
- Hospitality

### Certified Courses

- Tally
- MS WORD
- MS EXCEL
- Peachtree
- Quick books

### Personal Details

Father Name : M Ummer

Kunhi

Marital Status : Single

Gender : Male

Religion : Muslim

Address : AZEEZ MAHAL  
Kannur ,  
Thalassery

670103 (pin)  
Kerala, india

### ACADEMIC CREDENTIALS

#### o **MASTER OF BUSINESS ADMINISTRATION**

- o Completed MBA in Finance and Marketing From Kannur University- INDIA (2018-JULY)

#### o **BACHELOR OF COMMERCE**

- o Completed B.COM from The New College Chennai, Madras University- INDIA (2015-JUNE)

### EXTRA CURRICULAR CREDENTIALS

- o Coordinator -ICE -18 National level management fest conducted by Department of Management studies , Kannur University
- o Participated in National Conference on "Digital India -Opportunities and Challenges workshop conducted by Department of management studies
- o Participated in the student conclave 2k17 in Chintech school of management studies ,Kerala
- o Member of Event head Coordinator ICE -18

### SUMMER INTERNSHIP (MBA)

Topic : Organizational study

Organization :**KARNATAKA SOAPS & DETERGENTS LIMITED**, Bangalore

Description : To identify consumer preference and expectations of Newly introduced soap

### FINAL YEAR PROJECT (MBA)

**Topic : "A STUDY ON CUSTOMER SATISFACTION TOWARDS G'SONS APPARELS , KANNUR "**

### REFERENCE

AVAILABLE ON REQUEST

### Declaration

The above details are true and correct in the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I appointed in your esteemed organization.

RAZEEM UMMER NV

Place :

Date: