



S. FAIJUR RAHMAN

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Mobile No: +919629148201

OBJECTIVE:

Seeking a position as an **Accountant** where extensive experience will be further developed and utilized.

Intend to work in an environment, which will impose the innovations with the team, which will help me to explore myself fully.

CAREER PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

Al Hussam Travel & Tour India (P) Ltd., 2018-2019

Kilpauk, Chennai.

Accountant

- Prepared annual company accounts and reports.
- Monitored and recorded company expenses.
- Preparation of Final Accounts
- Maintenance of daybook, Vouchers and account books
- Preparation of monthly Trial balance

NATURE OF JOB:

- Entering the Purchase Invoice & Sales Invoice
- Maintain the Payment Voucher From Supplier
- Preparing Purchase Order & Sales Order
- Knowledge of Inventory Management
- Handling Petty Cash
- Preparation of Income and Expenditure
- Prepare a Profit and loss Account
- Accounting Up to Month and Year Trial Balance

Jamal Mohamed College Academy 2018

Tally Faculty

- Handling the Tally 8.2classes.

AREA OF INTEREST:

Accountant

EDUCATION:

Master of Business Administrative 2016-2018

University of Bharathidasan
Jamal Mohamed College.
Tiruchy, Tamilnadu, India.

Bachelor of commerce 2013-2016

University of Bharathidasan
Annai College of Arts & Science
Kumbakonam, Tamilnadu, India.

TECHNICAL SKILLS:

Tally 9.0 ERP.
P.G Diploma in Computer Application.

COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint,
Microsoft Windows 98, Xp,
Microsoft Office XP Professional.

PERSONAL DATA:

Father's Name:	Saberullah
Date of Birth:	26-06-1994
Gender:	Male
Nationality:	Indian
Marital Status:	Single
Religion:	Muslim
Languages Known:	English, Tamil,

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

PLACE:

Yours Sincerely,

S. FAIJUR RAHMAN