CURRICULAM VITAE



**AZARUDEEN**

**C/o-Cell : 971504973598**

**Email:** [**azarudeen.345054@2freemail.com**](mailto:azarudeen.345054@2freemail.com)

**OBJECTIVE :**

To be placed in a company in which I can use my technical skills for achieving the target and leadership qualities to the uplift ment of the company and personal growth.

**EDUCATION QUALIFICATION:**

**Under Graduation**   **:** B.Com |2011-2014

Institution  **:** Annai College Of Arts And Science

University  **:** Bharathidhasan university

**Percentage Secured :** Average 66%

**EXPERIENCE DETAILS :**

* **AZHAR Construction & Automation – Kumbakonam - Tamilnadu**

**Period : From April 2014 – Present**

**Position : Assistant Accounts with Store In charge**

* Excise Record maintenance & Tally Entries
* Expense claim verification & entries in Tally.
* Making sales Invoice, export documentation.
* Should have in Tally.
* To Prepare the Reservation based on production plan and issue of material from ware house.
* Receiving of the material from the store and proper accountability of the material.
* Responsible for the rejection movement form the floor to ware house on shift basis.
* Checking and reporting on the campaign's progress.
* Ensure the material availability of the raw material for the production line within the time frame.
* Good Knowledge of computer skills (Excel & Word)

**Job Responsibility (Finance)**

* Having knowledge of Financial Statements incl. P&L, Balance Sheet, Variance Analysis & Cash Flow understanding
* Report to management regarding the finances of establishment
* Establish tables of accounts, and assign entries to proper accounts
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs
* Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities
* Good understanding of Flow of transactions & activities in business environment
* Expert knowledge in MS Excel, Word and Power point.
* Performed data entry duties as required
* Software Knowledge of Tally ERP 9.
* Computer knowledge of MS office.

**AREA OF INTEREST**

* Financial management
* Strategic management in industry
* Cost accounting

**TECHNICAL SKILLS**

* Operating Systems : Windows-2000/2007/Windows 7 & 8
* Accounting Software : Tally ERP 9
* Computer Knowledge : MS word & Excel
* Others Skills : Typing Speed of more than 45 wpm (English )

**EXTRA ACTIVITIES**

* Playing cricket, volley ball, badminton in college level competition

**PERSONAL DETAILS**

Sex : Male

Date of Birth : 04/04/1993

Nationality : Indian

Languages Known : English, Tamil .

Marital Status : Single