**NIZAR**

**Nizar.372157@2freemail.com**

**Career Objective**

To Build a Career In Accounts field and enhance my skills and learn new Accounts terms for growth of organization as well as individual growth.

**Academic Qualification**

* M.Com Jamal Mohamed College (Trichy) (2015)
* B.Com Jamal Mohamed College (Trichy) (2013)
* HSC: SIBMS School (Thanjavur) (2010)
* SSLC: Private Institute (2008)

**Project Research**

A STUDY ON FINANCIAL ANALYSIS OF MARUTI SUZUKI INDIA LTD…

**Skill sets**

* Good interpersonal skills
* Vast knowledge of Accounting
* Excellent communication skills
* Good analytical and problem solving skills

**Strengths**

* Optimistic behavior
* Eager to learn new stuff
* Self-disciplined

**Technical Qualification**

* MS Office
* Tally ERP 9

**Professional Experience:**

**Zam Zam Real Estate– July 2015 – Till Date**

Job Title : Accounts Assistant

**Job Description:**

* Preparation of Invoices and Purchase Order.
* Monitoring Purchases, Sales, Payables and Receivables.
* Preparation of Vouchers & Feeding on the Customized Accounting Software.
* Preparation of Bank Reconciliation Statements.
* Preparation of Cash flow and Fund flow Statements.
* General Ledger Maintenance.
* Customer & Supplier’s Statement of Accounts Reconciliation.
* Periodical Analysis of Customer & Supplier’s aging Summary.
* Preparation of Goods Delivery Note, Debit Note and the Credit Note.

**Personal Profile**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 05 Mar 1991 |
| Age | : | 25 |
| Gender | : | Male |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages Known | : | English & Tamil |
|  |  |  |
| **DECLARATION** |  |  |

The above given information are true to my knowledge.

Date:

Place: