1. **RESUME**

**NIAZUDIN**

**E-mail:-** [**niazudin.379988@2freemail.com**](mailto:niazudin.379988@2freemail.com)

**Career Objective:-**

I have worked in the managerial category, with special emphasis on handling the day to day administrative activities of the company. In my role with the present employer, I intend to evolve into a more rounded professional, using the skills that I have obtained from my past experience. Ability to work in a team striving in a high pressure environment was a valuable skill that I picked up apart from the uncompromised deadlines.

**Work Experience:-**

**Company Name: - Al mahar DIESEL L.L.C (U.A.E., FUJAIRAH EMIRATES) (From October 2015)**

I have started working as an Accountant with the above company in the year 2015, and gradually promoted to the grade of assistant manager level. During this tenure of service, I had handled the following tasks.

* The above mentioned company have sister concern in the name of oriental Diesel L.L.C

& Its accounting jobs also handled. By using Tally E.R.P 9

* Handled all bank related jobs, such as statement review, issuance and clearance of cheques, keeping updates of all transactions in the system.
* Handled Tally E.R.P 9 accounting system & Also Handles P.H.P Online software system.
* Assisted in preparation of yearly statements such as balance sheet, income/revenue and expenditure statements.
* Handled all payments for the company, issuance of invoices and delivery notes for the suppliers.
* Preparation of wages/salary statements for staff and keeping an update of all debtors and creditors.
* Co-ordinating with the labour .
* Handling of office licence renewal and submitting the annual returns for the factory.
* Keeping time management, leave records, payroll administration and general administration.
* Handling of company’s petty cash for various local purchases.
* Distribution of various tasks to staff and labours, appraisal of staff and recommendation for increment.

**Company Name: - Madhar Kulsum Tanners, Chennai (From April 2010 – July 2015)**

I have started working as a Computer Operator Cum Accountant Assistant with the above company in the year 2010, and gradually promoted to the grade of supervisory level. During this tenure of service, I had handled the following tasks.

* Remittance of monthly returns to Providend Fund and E.S.I offices.
* Handling of office licence renewal and submitting the annual returns for the factory.
* Assisted in preparation of yearly statements such as balance sheet, income/revenue and expenditure statements.
* Liaisoning/communicating with the Pollution Control Board, Providend Fund, Employee State Insurance Offices, State Electricity Board and the Telephone Department.
* Handled peach tree accounting system.
* Handled all payments for the company, issuance of invoices and delivery notes for the suppliers.
* Distribution of various tasks to staff and labours, appraisal of staff and recommendation for increment.
* Handled all bank related jobs, such as statement review, issuance and clearance of cheques, keeping updates of all transactions in the system.
* Keeping update of machineries and generators of the factory, fire licence renewal and industrial health and safety returns.
* Preparation of wages/salary statements for staff and keeping an update of all debtors and creditors.
* Co-ordinating with the labour contractors and machinery operators.
* Keeping time management, leave records, payroll administration and general administration.
* Handling of company’s petty cash for various local purchases.
* Involved in client orientation on a regular basis.

**Company Name: - Oriental Supermarket W.L.L, Bahrain (2009 to 2010)**

Worked in the above company as a Billing Clerk and handled the following tasks.

* Acted as a billing agent for all the customers.

**Educational Qualifications:-**

B.com from Calicut University in specialization in financial accounting in the year (2004 to 2007).

**Computer Skills:-**

Proficient in MS office, Word, Excel, Power point, Outlook and browsing of internet. Knowledge of Tally 7.2 and peach tree.

**Personal Details:-**

Name : - Niazudin

Date of Birth : - 18-Decembr-1986

Marital Status : - married

**Languages Known:-**

Language Read Write Speak

Malayalam Yes Yes Yes (Mother tongue)

English Yes Yes Yes

Hindi Yes Yes Yes

Tamil Yes No Yes

Arabic Yes Yes No

**Strength:-**

Interpersonal and team skills

Hard working and committed

Innovative mind

Good communication skills

Open minded and polite

I hereby declare that the information given above is true to the best of my knowledge and belief.  
  
 **NIAZUDIN**Place:-  
Date:-