**THAMIMUN**

Email Id: thamimun.3818233@2freemail.com

**Professional Summary:**

A Challenging Career, which will provide opportunity for continuous growth and learning with a dynamic organization which values individual contribution.

**Work History:**

**Occupation:** Accountant

**Duration:** July 2010 to until July 2012

**Employer:** A1 IDEAZ, Mayiladuthurai.

## Analyzed, examined, and interpreted account records, compiled financial

## information and reconciled reports and financial data

## Performed process analysis, and communicated recommendations to

## management

* Process journal entries and perform accounting corrections to ensure accurate

records

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| **Computer Technician.*** Scan and remove virus.
* Defray the hard drives on computer functioning too slow.
* Remove and clean up registering the cleanup software.
* Look into the data storage devices.
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**Occupation:** Assistant Professor

**Duration:**Aug 2012 to Feb 2017

**Employer:** AVC College, Mayiladuthurai, India

* Developed and taught curriculum to improve student’s conversational abilities.
* Co-ordinated communication between students and administration to create an effectiveand culturally sensitive learning environment**.**
* Prepare PowerPoint presentation.
* Assist the language lab activities and maintain the system based records.

**Education:**

**Under Graduation:**Bachelor of Arts in English – 2008

**Institution:** AVC College, Mayiladuthurai, India.

**Post-Graduation:** Master of Arts in English – 2010

**Institution:** Annamalai University, Chidambaram, India.

**Master of Philosophy -**2015

**Institution**: Government Arts College, Kumbakonam, India

**Other Technical Skills:**

* Diploma in Computer Hardware Technology
* Diploma in Office and Accounting Software (Tally)

**Declaration**

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