**NOUZAD**

**e-mail Id :** **nouzad.377836@2freemail.com**

**Mobile no. : C/o 971504973598**

**CAREER OBJECTIVES:**

 To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

**EDUCATIONAL QUALIFICATION:**

* Completed S.S.L.C in St. Lasalle Hr. Sec. School, Tuticorin by 2009.
* Completed H.S.C in St. Lasalle Hr. Sec. School, Tuticorin by 2011.
* Completed **Bachelor of Business Administration (B.B.A)** in VELS University, Chennai by 2015.

**ACADEMIC PROJECT :**

* Study on **Customer Satisfaction towards the service quality of State Bank of India**.

**WORK EXPERIENCE :**

**Accounts Assistant, Hari & co., Tuticorin.** March 29, 2016 – May 08, 2017.

**Accounts Assistant, SMSM Logistics Pvt. Ltd., Tuticorin.** May 15 – Dec 30, 2017.

* Performed general accounting duties with respect to accounts payable, invoice verification etc.
* Prepared cash requisition statement for daily cash payable.
* Maintained a separate worksheet for all expenses acquired by the company.
* Performed cheque payments and cash payments.
* Prepared statements of balance payable, cheque lists, expenses of various departments and invoice received in monthly basis.
* Provided client support on account informations with use of Tally.
* Assisted both Finance and Accounts departments.

**COMPUTER SKILL:**

* Sound knowledge of MS-Word, MS-Excel, MS-Power Point.
* Tally ERP 9.0
* Photoshop
* Good Typewriting speed.
* Well experienced with use of Internet.

**PERSONAL ABILITIES :**

* Ambitious, hard working, energetic and well disciplined.
* Positive thinking, self motivated and flexible.
* Good communication skills.
* Good oral and written skills.
* Soft spoken.

**INTERESTS AND HOBBIES:**

* Photography
* Travelling
* Listening to music
* Sports

**PERSONAL PROFILE:**

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| --- | --- | --- |
|  |  |  |
| Date of birth  | :  | 04.05.1994  |
| Gender  | :  | Male  |
| Nationality  | :  | Indian  |
| Languages known  | :  | English, Tamil  |

**DECLARATION:**

 I here by declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

Date :

Place : (NOUZAD )