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**FAIZAL**

E-mail: **faizal-393745@2freemail.com**

**PROFICIENCY:**

 To pursue a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to enhance my knowledge and experience.

**EDUCATIONAL QUALIFICATIONS:**

* Completed **MBA** in **Bharathidasan University (2017)** Tiruchirappalli, India with **First Class** (Specialization in finance)
* Completed **B.COM** in **Bharathidasan University (2015)** Tiruchirappalli, India with **Second class**

**AREAS OF INTEREST:**

* Finance & Accounting
* Sales & Marketing

**SOFTWARE EXPOSURE:**

* Basics of MS office
* Tally Accounting Package ( ERP 9.0)

**EXPERIENCE:**

Worked as a **Processor** at Thanjavur (Jan’18 to Aug’18).

Worked as a **Accountant** at Thanjavur (Dec’18 to Jul’19).

**Responsibilities:**

* Maintain a Ledger of Sales and Journals.
* Maintain a Daily vouchers.
* Maintain a Student Enrollment (New Joining).
* Maintain a Quarterly basis accounts and Tax related queries.

**SKILLS:**

* Positive attitude and energetic in nature
* Proactive and good planner
* Ability to adopt in a new environment easily
* Management reporting skill
* Target driven and self-motivated
* Ability to work under stress

**PROJECTS UNDER TAKEN:**

* Computer Application In Business Lab **(**B.Com)
* Profitability Analysis In Bank Of Baroda **(**MBA**)**

**ACHIEVEMENTS:**

* Participated in National Conferences On “Services Sector In India – An Analysis” Organized by Research Department Of Commerce
* Participated in National Level Management Meet Organized by Department of Business Administration
* Participated in one day special lecture on “Investment awareness through mutual funds”, Conducted by Department of Management Studies

**PERSONAL DETAILS:**

 D.O.B : 11.12.1994

 Gender : Male

 Marital Status : Single

 Nationality : Indian

 Languages : Tamil, English, Hindi and Urdu.

 VISA Status : **Visit Visa Up to 15 Oct'19**

 **REFERENCE:**

Available upon request.