

S ABDUL RASHEED AZAR

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Maraicoir Labbai Street, Mannady, Chennai – 600001.

OBJECTIVE:

To work in an enabling and challenging environment where I can contribute my analytical skills; and learning and which aids in my overall personalities and intellectual development.

PERSONAL SKILLS:

- Ability to work in adverse conditions.
- Great passion for learning.
- Good observer and Quick learner.

TECHNICAL SKILLS:

- Well versed in MS Office, Visual Basic 2006, Tally ERP, AutoCAD.
- Good knowledge in BGL 360, Class Super (Cloud Accounting Software)
- Basic knowledge in Html, CSS, Javascript & Bootstrap. (Currently Learning PHP, Laravel & MySQL).

WORK EXPERIENCE:

1. Accounts Executive – SMSF Processing

Accsource KPO Private Limited, Chetpet, Chennai.

Period: 21.05.2018 to 07.02.2019

- Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, investments share and pension payments for Australian Clients.
- Accessed computerized financial information to answer general questions as well as those related to specific accounts.
- Formulated, prepared, and issued bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverable.
- Trained 1 new assistants as junior accounts executive.

2. Administrative Accountant – Tally ERP

Atlas Marketing Co, Chennai.

Period: 13.01.2009 to 10.12.2009 & 14.11.2016 to 19.05.2018

- Operated computers programmed with accounting software to record, store, and analyze stock information. Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Prepared Book keeping & Journal Entries, Making Purchase & Sales Invoice, Prepared Quarterly and annual report , Prepared Debit & Credit Note and Matched order forms with invoices, and record the necessary information.

3. Computer Trainer

Tcps Computer Center affiliated to Tcps It Education, Salem.

Period: 15.05.2012 to 10.06.2016

- Trained more than 100 Students in Tally , MS Office, C, C++ & AutoCAD for a period of 3 years

Note: Have no experience certificate and other related documents since it was run by own.

EDUCATION:

- M.Sc – Mathematics – 2012
Dr. Zakir Hussain College,
Alagappa University.
- PGDCA – 2008.
Tcps It Education, Salem.
- B.Sc – Mathematics - 2008
Dr. Zakir Hussian College,
Alagappa University.

ACHIEVEMENTS:

- Created a **Software using Visual Basics and MS Access** for a school to maintain their student database in 2010.
- Created many computer applications using Visual Basic & MS Access.
- Learned BGL360 and Class super (Cloud accounting software) within one month.

AREAS OF INTEREST:

- Keen to learn new programming languages.
- Aiming to become a full stack developer.
- Aspiring to develop ecommerce and accounting softwares.

PERSONAL PROFILE:

Name - S Abdul Rasheed Azar
Father's Name - Syed Abdul Kader
Date of Birth - 05th April 1988.
Marital Status - Married
Nationality - Indian
Languages Known - Tamil, English. Arabic (Read & Write only)

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge.

Place: Chennai
Date :

Yours Truly,

(S.ABDUL RASHEED AZAR)