



S.FAIJUR RAHMAN
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OBJECTIVE:

Seeking a position as an **ADMIN ASSISTANT** where extensive experience will be further developed and utilized.
Intend to work in an environment, which will impose the innovations with the team, which will help me to explore myself fully.

CAREER PROFILE:

- **Detail-oriented, efficient and organized professional with extensive experience in accounting systems.**
- **Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.**
- **Excellent written and verbal communication skills.**
- **Resourceful in the completion of projects, effective at multi-tasking.**

Experience

CASHIER ADMIN ASSISTANT

EMIRATES CO-OPERATIVE SOCIETY, DUBAI 2022

- **Job profile**
 - **Responsible for all types of Administration functions**
 - **Assuring office is neat and stocked with necessary tools for functionally.**
 - **Accessing mail and responsible for performing latest updates.**
 - **Responsible for maintaining daily marketing reports.**
 - **Responsible for preparing and reporting statements in the excel spread sheet.**
 - **Assist with planning and executive of all marketing related events.**
 - **Dealing cash and bank transactions and preparing Reconciliation statements.**
 - **Reviewing and approving payables.**
 - **Responsible for preparing and reporting statements in the excel spreadsheet.**
 - **And do all admin jobs related to shifts.**

Al Hussam Travel & Tour India (P) Ltd., (2019 -2021)
Kilpauk, Chennai
Accountant

- **Prepared annual company accounts and reports.**
- **Monitored and recorded company expenses.**
- **Preparation of Final Accounts**
- **Maintenance of daybook, Vouchers and account books**
- **Preparation of monthly Trial balance**

NATURE OF JOB:

- **Entering the Purchase Invoice & Sales Invoice**
- **Maintain the Payment Voucher From Supplier**
- **Preparing Purchase Order & Sales Order**
- **Handling Petty Cash**
- **Preparation of Income and Expenditure**
- **Prepare a Profit and loss Account**
- **Accounting Up to Month and Year Trial Balance**

EDUCATION:

Master of Business Administrative 2016-2018

University of Bharathidasan
Jamal Mohamed College.
Tiruchy, Tamilnadu, India.

Bachelor of commerce 2013-2016

University of Bharathidasan
Annai College of Arts & Science
Kumbakonam, Tamilnadu, India.

TECHNICAL SKILLS:

Tally 9.0 ERP.

COMPUTER SKILLS:

Microsoft Word, Excel,
PowerPoint, Microsoft Windows
Microsoft Office.

PERSONAL DATA:

Father's Name : **Saberullah**
Date of Birth : **26-06-1994**
Gender : **Male**
Nationality : **Indian**
Marital Status : **Married**
Religion : **Muslim**
Languages : **English, Tamil, Hindi**
Passport : **S1577531**
Visa Type : **Employment**
VisaDegree attention: **Yes**

DECLARATION:

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

PLACE:

Yours Sincerely,

S. FAIJUR RAHMAN

