

CURRICULUM VITAE



THOWFIQ AHAMED .N



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SUMMARY

To secure a challenging position where I can effectively contribute my competent skills in your concern to fulfill the needs of the origination and move to ultimate heights in my profession.

EXPERIENCE

Accounting Assistant

Junior Accountant at **COMPUTER AGE MANAGEMENT SERVICES Pvt ltd.** - Chennai(India) (Sep 2015 – Nov 2016)

Responsibilities.,

- Managed Accounts and Finance department reporting directly to Financial Manager.
- Maintaining of accounts in computerized environment in (Tally9 ERP Software).
- Petty Cash management - Handled the petty cash and reconciled the cash vouchers and cash balance.
- Handling and Monitoring day to day receipts and payments.
- Preparation of vouchers, cheques etc.
- Invoices/Expense Reports/Payment Transactions
- Microsoft Excel,Microsoft word,etc..

EDUCATION

M.com (Master of Commerce)-with an aggregate of **62.5%** in THE NEW COLLEGE, under the **MADRAS UNIVERSITY** Chennai(2014-2016)

B.com (Bachelor Of Commerce)-with an aggregate of **65%** in JAMAL MOHAMED COLLEGE, under the **Bharathidhasan University** Tiruchirappalli (2011– 2014)

STRENGTH

- Strong work ethics, taking ownership of all duties and responsibilities.
- Good communication & interpersonal Skills.

- Well organized and methodical in work management, regular inspection.
- Effective leadership and organizing skills.
- Problem solving and decision making abilities.

TECHNICAL SKILLS

- Tally ERP 9 (Accounting Software),
- Proficient in Microsoft Office - Word, Excel & PowerPoint
- Operating System: Windows 7/ Windows 8./ Windows 10
- Type writing

ACHIEVEMENTS

- participated **ROAD SAFTEY RALLY LIONS CLUB INTERNATIONAL** of Tiruchirapalli premier-district 324 A2
- serving as a member of **NATIONAL SERVICE SCHEME** of Jamal Mohamed college for three years

WORK SHOP

- EMERGING BUSINESS OPPORTUNITIES AND LEADERSHIP CHALLENGES IN THE ERA OF GLOBALISATION participated in one day workshop

LANGUAGES KNOWN

- **ENGLISH AND TAMIL**(read,write and speak)
- **Hindi**(basic knoweldge)

PERSONAL PROFILE

Name	THOWFIQ AHAMED .N
Father name	Noorul haq
Date of Birth	21 Mar 1994
Gender	Male
Marital status	Single
Nationality	Indian
Religion	Muslim

PASSPORT DETAILS

Visa status	visit visa until August 12th
Passport Number	N1574458
Passport validity	30/07/2025

DECLARATION

I hereby declare that all the information given are true and correct to the best of my knowledge and belief.

PLACE: DUBAI- (UAE)

(THOWFIQ AHAMED .N)