

CURRICULUM VITAE

Md. Fazlur Rahman

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Contact Address:

No: 1 Eeswaran Koil
Street, Thirumulaivoyal
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Tamil Nadu , India

Personal Data:

Father Name: Moulana

Date of Birth: 22-08-1975

Gender: Male

Nationality: Indian

Religion: Islam

Marital Status: Married

Languages Known:

English, Tamil, Hindi,
Urdu & Telugu

Passport No: M6975549

Valid Till: 05.12.2032



Objective

I am glad to introduce myself in your concern as a skilled Accountant with knowledge of administrative tasks. Seeking a position as Accounts Assistant to utilize my proficiency and knowledge in a renowned organization where I can grow along with great responsibility.

Educational Qualification

 **H.S.L.C.** Jamalia Higher Secondary School, Chennai.

Technical Qualification

-  Experience in MS Word, & Excel
-  Knowledge of Typewriting in English

Area of Interest

- ♦ Administration
- ♦ Accounts Department / Invoicing Executive

Professional Strength

- ✓ Possess Fifteen plus years of professional experience in Administrative field
- ✓ Possess Excellent organization and management skills
- ✓ Goal oriented and ability to handle multiple tasks
- ✓ Proven track record in customer service like managing front desk operations, processing sales order and communicating reliable information to customers
- ✓ Proficient in basic operating systems like Microsoft Word, Excel and the Internet.
- ✓ Posses excellent written and verbal communication skills
- ✓ Possess extensive administrative and customer service skills
- ✓ Ability to maintain good relationship with customers
- ✓ Have strong experience as branch office administrator.

Professional Experience

- ✓ Currently working as Factory Manager for M/s Koyara Foods Maduravoyal Chennai (Nov 2012 To Till Date)
- ✓ Worked as Assistant Manager (Oper) at M/s Navata Road Transport Salem (Dec 2011 to Aug 2012)
- ✓ Worked as a Administration Officer in M/s Ashwini Road Trans Chennai. (**Jan 2010 to Nov 2011**)
- ✓ Worked as Marketing Executive in M/s New Medical co llc & M/s Modern Gift Co LLC Ruwi (Sultanate Of Oman)(**June 2009 to Dec 2009**)
- ✓ Worked as Administrative Officer & Traffic Co-ordinator in M/s Ujjala Roadways Chennai. (**Aug 1995 to Feb 2009**)

Job Profile

Navata Road Transport

- 📖 Managed Loading & Unloading of Trucks
- 📖 Handling Check posts Details
- 📖 Responsible for Payment Collection from Agents
- 📖 Managed door delivery of goods to customers safely
- 📖 Handled the tasks of assisting and monitoring trucks
- 📖 Controlling Agents Branches

Achievements

- ✓ Successfully maintained healthy work environment in the organizations
- ✓ “Good reputation” with Concerns & Customers.

General Administration

- ✓ Daily assignment of DDC & DBC which of the party Increased
- ✓ Attending to visitors / clients
- ✓ Follow up on stationary / grocery consumption and making orders
- ✓ Updating organization charts and job descriptions
- ✓ Assistance of the Director with monthly expense claims and bills

Skills

- ✓ Excellent communication skills in English, Urdu, Hindi, Telugu,& Tamil
- ✓ Good knowledge of Microsoft Office (Word, Excel, PowerPoint)
- ✓ Experience in an Office Administrator role or a similar function
- ✓ Basic problem solving skills

Yours Faithfully,

Place : Chennai.

Date :

(*Md .Fazlur Rehman*)

