

CURRICULAM VITAE

RIZAL THAHA



Contact Details:

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Personal Data:

Date of Birth : 05/06/1996

Sex : Male

Father Name : Thaha Abdul Razak

Nationality : Indian

Marital Status : Single

Languages :English,Malayalam
Tamil,Hindi

Passport No : S7252534

Home Address :Kollam,Kerala,India

Career Objective

- To be a part of growing organization with challenging work environment, offering a chance to excel in personal and team work achievement.

Skills

- Proficient in Ms Excel,Word & Tally ERP 9
- Disciplined , Quick Learner and strong team player .
- Innovative, Resourceful, Self-confident and Optimistic Approach.

Academic Profile

- **B.Com** from Kerala University in 2014-2017.
- **Diploma in Financial Accounting** from IACT in 2018.
- **HSE** in Commerce from TKM HSS, Karicode , Kollam. (Kerala State Board of Examination) in 2014.
- **SSLC** from MEA HSS (Kerala State Board of Examination) in 2012.

Experience

- **Sales coordinator in Bajaj Finserv, Kollam (2020-21)**
- Assisting Area sales manager in preparing reports and coordinating with the sales team
- **Accounts and billing Officer in Ezina Enterprises, Kollam,(2019-20)**
- Assisting chief accountant in preparing financial statements.
- Maintaining general ledgers, party ledgers, sales ledgers, purchase ledgers
- Maintaining day to day banking functions, including bank reconciliations statements.
- **Accountant in JK Printech ,kollam, during (2018-19)**
- Passing Entries in Tally ERP and preparing Ledger

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Strength

- Team player with exceptional motivational skills.
- Highly committed and self-confident.
- Punctuality.

EXTRACURRICULAR ACTIVITIES

- Active participation in school cultural activities , organizing school fest
- Winner of cultural activities at school & sub-district level
- Winner of cricket and Football tournament during Inter college competitions in the year 2013
- Elected as College representative during the year 2016-17.

Declaration

I hereby declare that the above given information is true to the best of my knowledge and can be supported with reliable documents when needed.

Yours Faithfully,

RIZAL THAHA.