

AYYUB ABDULLA.A

18/8R4, Pongulathuvilai, Southkundal,
Kanyakumari-629702.

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OBJECTIVE :

To work in an organization which provides me ample opportunities to enhance my skills and knowledge along with contribution to grow of the organization.

EDUCATION :

- Master of Business Administration, Cape Institute of Technology, Anjugramam. (Pursuing)
2024 - 2026
- Bachelor of commerce, Govt Arts & Science College, Kanyakumari.
Aug 2021-May 2024 (67.8%)
- HCS – Govt Higher Secondary School in Kottaram, Kanyakumari.

AREA OF INTEREST :

- Financial planning
- Budgeting
- Auditing

PROJECT :

A study of problems and prospects of women coir worker in Kanyakumari District, Jan 2024-April 2024.

TECHNICAL SKILLS :

- Tally
- Excel
- Word

EXPERIENCE :

6 months experience in worked as a **Junior Accountant** in Mango Point at Chennai for a period of Oct 2024 - April 2025.

Roles & Responsibilities :

- Entering Purchase, Sales & Salary Entries in Tally.
- Generating Sales Invoices.
- Generating E-way Bills.
- Cross Verifying the Attendance of the employees.
- Verifying and calculating the Salaries of an employees.
- Accounts Receivables follow up's through phone calls.
- Razor pay X Payroll software handling for Payment processing.
- Handling & Maintain Bills.

LANGUAGES KNOWN :

- Tamil (Native or Bilingual proficiency)
- English (Speak, Write, Understand)
- Malayalam (Speak& Understand)

ACTIVITIES :

- Travelling
- Dancing

DECLARATION :

I hereby declare that all the information furnisher above true to the best of my knowledge and belief.

Place:

Date:

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