

## **Tajdeen A**

7/B3 (UPSTAIRS) Avvaiyar Street,  
Samathanapuram, Palayamkottai,  
Tirunelveli-627002  
PHONE NO: +91-7010930511  
EMAIL: [Taj2008mmh@gmail.com](mailto:Taj2008mmh@gmail.com)



---

## **Career Objective**

Seeking a position in your organization to utilize my educational qualification, and analytical skills for mutual growth and success.

## **Work Experience**

**TAMILNADU CLOTH STORE - Textiles & Readymade, Chennai, Tamil Nadu,  
Accounts Assistant, January 2018 – Present.**

- Providing support to the Accounting Department.
- Processing transactions, issuing cheque and updating ledgers, budgets, etc.
- Preparing financial reports.
- Verifying, allocating, posting and reconciling accounts payable and receivable
- Assist with tax audits and tax returns
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.

**AQUA ELITE- Packaged Drinking Water Company, Tirunelveli, Tamil Nadu, India  
Office Administrator, October 2015 – October 2017.**

- Answer telephones, direct calls, and take messages.
- Communicate with customers, employees, and other individuals to answer questions or explain information, take orders, and address complaints.
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
- Monitor and direct the work of lower-level clerks.

**RFUFCO (Al Sofouf Al Wataniya Co) - Metal factory - Saudi Arabia  
Administrative Assistant, August 2012 – August 2015.**

- Answer phone calls and direct calls to appropriate parties or take messages.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executives.

**ENERCON INDIA PRIVATE LIMITED- Wind Mill Industry, Tirunelveli, Tamil Nadu,  
Administrative Coordinator, May 2011 – July 2012.**

- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards.
- Review records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitor work activities, or evaluate performance.
- Coordinate activities with other supervisory personnel or with other work units or departments.

**Educational Qualification**

**Sadakatthullah Appa Arts & Science College, Tirunelveli, Tamil Nadu,**

- BBA – Business Administration, April 2011, (Total Marks 63%)

**Jeyam InfoTech, Tirunelveli, Tamil Nadu**

- Hardware Networking, February 2010 – March 2010, (Grade ‘A’)

**Central Higher Secondary School, Kayalpattinam**

- HSC / +2, June 2007 – March 2008, (Total Marks 73%)

**Central Higher Secondary School, Kayalpattinam.**

- SSLC / 10<sup>th</sup>, June 2005 – March 2006, (Total Marks 55%)

**Computer Skills**

- Tally ERP 9
- Windows XP, Windows 7, 8 & Windows 10
- Microsoft Office

**Academic Project**

BBA Final year project ‘CUSTOMER SATISFACTION IN SUSEE VEHICLE DEALERS PRIVATE LIMITED’ Tirunelveli.

**Studies Include:**

Meet all customers to get value able feedback, Improve sales, Learn upcoming models & designs, Learn marketing & sales.

**Personal Profile**

Name:	Tajdeen A
Father’s Name:	Abubacker AK
Date of Birth:	08-02-1989
Age:	31
Gender:	Male
Marital Status:	Married
Languages Known:	English, Tamil

**Declaration**

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

**Yours Sincerely**

Tajdeen A