

ABBAS

Student

My Contact

- ✉ abbasbail22@gmail.com
- ☎ 9344673823
- 📍 No 37A Thiruveedhi Amman Koil street , Kolathur, Chennai, 600099

Hard Skill

- Proficient In MS office
- Intermediate Level Computer Knowledge
- Basic Programming Language
- Fast Typing Speed(40wpm)
- Cash Handling
- System Handling

Languages Known

- Tamil
- English
- Urdu
- Hindi

Education Background

- **10TH Standard**
DRBCCC HRS , Perambur
Completed in 2021
- **12th Standard**
DRBCCC HRS , Perambur
Score: **569/600** percentage : **96%**
Completed in 2023
- **Under Graduate (Bachelors in Commerce with computer Application)**
Thiruthangal Nadar College, Selaivayal

First Year 2023

About Me

Dedicated and hardworking individual with a strong work ethic and commitment to excellence. Experienced in Microsoft Office, proficient in task execution. Intermediate-level computer knowledge for quick adaptation to new technologies. Possesses a resilient mindset developed through personal challenges. Committed to delivering high-quality work with a sense of responsibility

Professional Experience

Personal Tutor

2022 – 2023

- Key Responsibility
- Enhanced student comprehension by incorporating real-life examples and analogies during tutoring sessions.
- Assisted students in improving their grades by offering personalized learning strategies tailored to individual needs.
- Provided constructive feedback on assignments, aiding students in refining their writing skills and critical thinking abilities.

Data Entry and Tracking

2021–2022

- Efficiently managed day-to-day data entry tasks, ensuring accuracy and completeness of information
- Collaborated with team members to develop new strategies for tracking accuracy, minimizing errors in data collection.
- Entered and verified data into computer systems with a high degree of precision, minimizing errors
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Cashier and Accounts Assistant , Nellai Super Market

2022–2023

- Operated cash register and processed customer transactions efficiently and accurately
- Handled cash, credit, and electronic payments with a high level of accuracy
- Provided excellent customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction
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Certificates

2023	Intermediate MS Office Course, 2023 Work From India
2023	Intermediate English Course, 2023 Work From India
2023	Basic Computer Knowledge Course, 2023 Work From India

Hobbies

- Singing
- Reading
- Learning new Skills

Personal Information

D.O.B & Age	06.02.2006 & 18 years old
Father Name	Abdul Razak . C (Late)
Mother Name :	Shabana . A
Mother's Occupation :	House keeper
Phone Number :	9551246251
Nationality :	Indian
Religion :	Muslim
Matrial Status:	Single