

CURRICULUM VITAE

S.NAZEEMA

No.12B, Kambar Street,

Mahavir Nagar, Urappakkam.

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OBJECTIVE:

To associate with an organization that gives me scope to apply my knowledge, skills to be a part of the team that works towards the growth of the organization.

ACADEMIC QUALIFICATIONS:

- **SSLC** in Govt. Higher Secondary School, Chennai.
- **HSC** in Govt. Higher Secondary School, Chennai.
- **B.B.A., Business Administration** in Justice Basheer Ahmed Sayeed College of Women, Chennai.
- **M.Com.**, in University of Madras, Chennai.

ACADEMIC PROJECT:

PROJECT TITLE:

JOB SATISFACTION

DESCRIPTION:

Job satisfaction refers to a person's feeling of satisfaction on the job, which acts as a motivation to work. It is not the self-satisfaction, happiness or self-contentment but the satisfaction on the job.

ADDITIONAL QUALIFICATION:

- GST & TDS
- Tally ERP9
- Typewriting Higher
- C, C++ , Operating Systems
- Data Base Management System.
- Microsoft Office.

PERSONAL STRENGTH:

- Problem solving skills.
- To work under pressure.
- Sincere in attitude.
- Punctual and Hard Working.

WORK EXPERIENCE 1:

- Worked as Accounts Asst. for AHA Aviation & Hospitably Institute, Chennai. From Jan 2008 to April 2011.

JOB RESPONSIBILITIES:

- Salary work for around 43 employees.
- Bank account maintenance.
- Purchase maintenance and for entire office files maintenance.

WORK EXPERIENCE 2:

- Worked SSM Builders & Promoters as Customer Relation Asst. from April 2013 to Jan 2016.

JOB RESPONSIBILITIES:

- Currently handling queries and complaints received from Flat Purchasers.
- Home loan related queries and documentation.
- Each and every interaction with the purchasers should be documented through response sheets & filed.
- For each and every email received from the purchaser's proper reply should be arranged to be sent/emailed with the approval from the management.
- All the letters, emails, receipt copies, etc., should be arranged and filed date wise in Flat allotment files.
- Preparation of Agreements, Documents for Registration etc. Should be attended to as per instructions issued from time to time.

WORK EXPERIENCE 3:

- Working as Sr.Accounts Executive at Kasthuri Groups, Sholinganallur. From June 2017 to January 2019.

JOB RESPONSIBILITIES:

- To Check Cash / Bank Transactions
- To check Manual Cash Book and Cash balance - End of the day
- Download Bank Statement & BRS for All Bank Accounts
- To Monitor Fund availability on Daily basis and send report to MD

- To Monitor Creditors & Debtors Outstanding
- To Prepare Salary Statement and Check attendance report
- To be monitor P.O's for all factories
- Every month get budget approval from MD sir
- Monitor :- Every advance should be monitor & mentioned the time of recovery in narration (tally)
- Monitor all bills every month & pay within the due date
- To pay TDS payment within due date & co-ordinate with auditors.

WORK EXPERIENCE 4:

- Working as Accountant at Visible Horizon Edu Pvt. Ltd, Kandhanchavadi, and OMR. From September 2022 to Still.

JOB RESPONSIBILITIES:

- To Check Cash / Bank Transactions
- To Monitor Fund availability on Daily basis and send report to MD
- To Prepare Salary Statement and Check attendance report
- To pay TDS payment within due date & co-ordinate with auditors
- Every month get budget approval from MD sir
- To Prepare the Invoice.
- To pay GST to be filed monthly.
- Monitor all bills every month & pay within the due date

PERSONAL DETAILS:

NAME : S. NAZEEMA

FATHER NAME : K.T.S. DAWOOD

PERMANENT ADDRESS : No.12B, Kambar Street,
Mahavir Nagar, Urappakkam

GENDER : Female

LANGUAGES KNOWN : English, Hindi & Tamil

NATIONALITY : Indian

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

Place: Chennai.

(S. NAZEEMA)