

Abu Huzaifa.R
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OBJECTIVES

Obtain a rewarding position to utilize degree in Commerce and Implement comprehensive understanding of financial terminology and to use my knowledge and skills in a challenging yet supportive work environment.

KEY SKILLS

- knowledge in Accounting
- Strong analytical, problem solving, organizational ability
- Written and communication Skills
- Leadership and Management Skills
- Ability to deal with people diplomatically
- Willingness to learn
- Ability to perform mathematical calculations and understand basic accounting functions
- Proficient in **Ms word, Ms Excel,**

EDUCATION

B.C.A | 2020 | 62%

- College: The New College(Autonomous)
- Board: University Of Madras

HSC | 2016 | 68%

- School: Anaikar matriculation higher secondary school
- Board: Tamil Nadu State Board

SSLC | 2015 | 76%

- School: Chennai Higher Secondary School
- Board: Tamil Nadu State Board

Work Experience:

Ebix Cash Global Services Pvt.LTD (Chennai, India)

- Working as : Customer Dialogue Executive,
- Experience : Above 1 Year
- Process: Inbound, outbound, Escalation.

Professional Couriers Network Limited

Working as : MIS (Management Information System)

Experience : MIS Executive from july 2022 to till date

ROLES AND RESPONSIBILITY

- Manage all facets of MIS including IT management, IT projects, and IT facilities.
- Ensure initiatives are aligned with all facets of the organization.
- Manage, oversee, and effectively monitor all IT operations.
- Provide various hardware/software solutions and solutions to business issues.

EXTRACURRICULAR ACTIVITIES

- Interested on teaching physical activities

PERSONAL DETAILS

Father Name : ABDUL RAZZAK.K

DOB : 11-06-2000

Age : 21

Sex : Male

Address : No:890/179 S.A colony 9th street errunkancherri vyasarpadi Chennai,
(600039)

Languages Known : English, Urdu, Tamil, and Hindi

Nationality : Indian

Religion : Islam

DECLARATION:

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

THANKING YOU
(Abu Huzaifa.R)
