



UMMUL KULSU RAZIQ

E: ummulkulsuraziq@gmail.com

Ph no : 91 9778083113(whatsapp)

Languages: English, Malayalam,

Hindi, Tamil.

CAREER OBJECTIVE

Ambitious to build a career in an organization where team work is required and hardworking is appreciated and to be in a position which is best suited to my knowledge and skills.

EXPERIENCE

Billing and Administration/Accounts

Musthafa Hardware's

February 2022 to September 2022

IP Billing Executive/

Administration-Accounts and Finance

VPS Lakeshore

October 2022 to present

DUTIES AND RESPONSIBILITIES

- Recording purchases and sales in the software Inventory Biz
- Billing and Cash handling
- Checking the availability of stock
- Recording purchase return and sales return
- Reviewing bank statements
- Recording receipts and payments

ACADEMIC QUALIFICATIONS

HIGHER SECONDARY EXAMINATION

Fathima College Of Management Studies (2012 – 2013)

BACHELOR OF COMMERCE

Fathima College Of Management Studies (2013 – 2016)

CGPA : 2.52

PROFESSIONAL DIPLOMA IN COMPUTER & FINANCIAL ACCOUNTING

Kerala State Rutronix (2017)

First Class

TECHNICAL SKILLS

- Good knowledge of Accounting Software – Tally.
- Excellent skills in the software Inventory Biz
- Proficient in the use of computerized accounting systems and spreadsheets
- Familiar with Fundamentals of Computer & Operating System.
- Competent in using Microsoft Office Suite – Word, Excel, PowerPoint.

KEY ATTRIBUTES

- Good organizational skills and administrative skills
- Capable to adapt to new procedures quickly.
- Reliable, punctual, professional and competent.
- Good numerical & literacy skills & can work accurately within deadlines.
- Excellent communications skills
- Pro-active and able to multi-task.

KNOWLEDGE OF

Administrative Duties Accounting

Excel Spreadsheets

Typing & Keyboard skills Data Entry

Information Management

SELECTED ACHIEVEMENTS

- Won school award for being the school topper for the Higher Secondary Examination.
- Earned Best Student Award multiple times for outstanding academic achievements in school examinations.

PERSONAL SKILLS

Willing to learn

Accuracy

Professional Approach

Organizational Skills

Honest and Trustworthy Respectful

Ability to work alone

HOBBIES & INTERESTS

Gardening

Computer

Fabric Designing