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Building No - 3015  
Fathima building  
Muwailah, Sharjah

Date of birth - 03-11-1995

Passport No - Y8527993

Nationality - Indian

## COMPUTER PROFICIENCY

- Diploma in computer application [DCA]
- Diploma in indian and foregin accounting [DIFA] from IAB - International association of book keepers
- Diploma in Hardware and Networking
- MS office
- Tally ERP - 9
- Data entry

## LANGUAGE

English  
Hindi  
Malayalam  
Tamil

# THOUFEEK NIZAR

## ACCOUNTANT

Results-driven and detail-oriented Accountant with 2 years of experience in financial management and accounting. Adept at utilizing Tally ERP 9 and Microsoft Office suite to streamline financial processes and ensure accurate reporting. Proven track record of managing accounts, preparing financial statements, and implementing cost-saving measures.

## EXPERIENCE

### ACCOUNTANT

2018 - 2020

Kerala transport development finance co-operation [KTDFC]

- Proficient in maintaining ledgers, preparing financial statements, and ensuring compliance with accounting standards.

### OFFICE ASSISTANT

2017 - 2018

Bajaj two wheeler Dealership Trivandrum

### DATA ENTRY OPERATOR

2020 - 2022

Bajaj two wheeler Dealership Trivandrum

## SKILLS

- Accounting Software
- Adaptability
- Analytical Skills
- Attention to Detail
- Bookkeeping
- Communication Skills
- Compliance and Regulations
- Financial Management
- Microsoft Office Suite
- Team Collaboration

## EDUCATION

### BACHELOR'S OF DEGREE IN COMMERCE [B.COM]

Kerala University

2013-2016

### HIGHER SECONDARY

Board of higher secondary examination kerala

2011 - 2013