

Fousiya Mohammed

Ajman - United Arab Emirates
Phone: +971 50 – 138 2014
Email: fmhanan27@gmail.com



Career Objective

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems.

UAE Experience

Role: Accountant & Office Admin

Organization: M/s Water World Consultancy & Solution
Thrissur, Kerala, India.

Period: Sept 2017 to July 2022

Duties & Responsibilities

- ✓ Manage all accounting transactions.
- ✓ Prepare budget forecasts.
- ✓ Publish financial statements in time.
- ✓ Handle monthly, quarterly, and annual closings.
- ✓ Reconcile accounts payable and receivable.
- ✓ Ensure timely bank payments.
- ✓ Compute taxes and prepare tax returns.
- ✓ Manage balance sheets and profit/loss statements.

Role: Accountant

Organization: M/s Haneef Traders LLC
Thrissur, Kerala, India.

Period: Aug 2021 to Feb 2022

Duties & Responsibilities

- ✓ Accounting
- ✓ Financial Accounting
- ✓ Financial Reporting
- ✓ Account Reconciliation
- ✓ Accounts Payable
- ✓ General Ledger
- ✓ Auditing
- ✓ Accounts Receivable (AR)
- ✓ Financial Analysis
- ✓ Tax

Personal Highlights

- ✓ Results-oriented
- ✓ Revenue generation
- ✓ Communication Skills
- ✓ Effective Team Player
- ✓ Organizational capacity
- ✓ Ability to motivate staff and maintain good relations
- ✓ Resistance to stress
- ✓ Good manners
- ✓ Hardworking

Academicals Background

- **Bachelor of Commerce (B.Com with Computer Applications)** **Period: 2008-2011**
Little Flower College, Guruvayoor, Thrissur, Kerala – India
- **Diploma in Indian & Foreign Accounting** **Period: 2016-2017**
G-Tech Computer Education, Thrissur, Kerala, India.

Basic Computer Skills

- ✓ Typing.
- ✓ MS Word.
- ✓ MS Excel
- ✓ Electronic File Management.
- ✓ Emailing.
- ✓ Peach Tree.
- ✓ Tally.
- ✓ MS PowerPoint
- ✓ MS Outlook.

Personal Details

- ✓ Date of Birth : 27-Feb-1992
- ✓ Sex : Femal
- ✓ Marital Status : Married
- ✓ Languages Known : English, Malayalam & Tamil
- ✓ Passport Number : P5854923, Expiry Date: 08-Jan-2027
- ✓ Natinality : Indian.
- ✓ Visa Status : Visit Visa (90 days), Expiry Date : 17-May-2022

Hobbies

- ✓ Cooking
- ✓ Reading
- ✓ Fashion Design

Declarations

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.