

MUHIDDIN FAYYAZ



📍 Hor Al Anz, Dubai, United Arab Emirates

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👤 Single

Objective

As an optimistic and motivated individual, I bring to the table a positive attitude and good communication and great interpersonal skill which will allow me to work along with my team which i wish to serve my organization to the best of my ability.

Education

Bachelors of Commerce,

Mangalore University

06/2015 – 03/2018 | Mangalore, India

Pre university Education (PUC)

2013 – 2015 | Mangalore, India

Courses

Tally ERP9

Microsoft office

Bcare

Windows

Certifications

- Diploma in computer application
- Certificate course in consumer forum.

Professional Experience

Spotlite II, Accountant

2020 – 2022 | Kerala, India

Roles & Responsibilities

- Completing purchase order.
- Filed gst return monthly.
- Prepared reports daily/weekly and monthly basis.
- prepared and analysis of bank reconciliation statement.
- Expertise in stock and inventory control

Royal Guest House, Accountant Cum Cashier

2019 – 2020 | Mumbai, India

Roles & Responsibilities

- Prepared financial statement such as bill, invoice ,bills payable & bills receivable.
- Managing company ledger.
- Verifying bank statement.
- Filed gst return quarterly
- Prepared profit & loss account and balance sheet annually.

Holla Associates, Assistant Accountant

2018 – 2019 | Manglore, India

Roles & Responsibilities

- Prepared and filed GST tax fill return monthly (gstr1, gstr3b).
- Entered financial transaction into internal database.
- Prepared profit & loss account
- Prepared balance sheet
- Analysis of bank reconciliation statement

Skills

- Strong presentation skill, Good leadership quality, Risk management, Problem solving & analysis skill, can work under pressure & meet deadline

Languages

Malayalam

Hindi

English

Kannada

Arabic

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Muhiddin fayyaz