



FAHAD C.M

ACCOUNTANT GENERAL

CAREER PROFILE

A driven, open minded and proficient Accountant with a strong sense of dedication and commitment, and over 9 years of experience in accounts.

VALID UAE DRIVING LICENSE



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fahadfahadcm7@gmail.com

EXPERTISE

ACCOUNTS RECEIVABLES

ACCOUNTS PAYABLES

BANK RECONCILIATION

VAT FILING

QUICK BOOKS

TALLY ERP 9

ACCOUNTS FINALIZATION

ADVANCED EXCEL

STRENGTHS / SKILLS

QUICK LEARNER

WORK UNDER PRESSURE

REPORTING SKILLS

ATTENTION TO DETAIL

CONFIDENTIALITY

TIME MANAGEMENT

DATA ENTRY MANAGEMENT

LANGUAGES

ENGLISH//HINDI//MALAYALAM

PROFESSIONAL EXPERIENCE

Accounts Manager-Pesto Chocolates & Flowers-Abu Dhabi

Accounts Manager from December 2016 to Present

- Mainly handling accounts of the pesto chocolates and flowers company.
- Making daily finance report in M.S. Excel.
- Verifying all the invoices generated by the Accountant before posting in the system
- Sending soft copy of invoices to all the clients on time
- Handling Accounts Payables of both Domestic and International Suppliers
- Local purchase Bill verifying
- Preparation of Bank Reconciliation Statements of AED & USD bank accounts
- Prepare balance sheet and profit & loss accounts.
- Reconciliation of Intercompany transactions
- Preparation of ageing report of debtors after all the invoices are generated for the current month
- Coordinating with sales Dept. to ensure daily physical stock report
- Drafting Mails with the help of M.S Outlook.

Amana Toyota (www.amanatoyota.com)

Senior Accountant from April 2012 to December 2016.

- Accounts in Charge at Amana Toyota Wayanad Branch.
- Prepare monthly report for Service Tax, KVAT and TDS etc...
- Making daily finance report in M.S Excel.
- Drafting mails with the help of M.S outlook.
- Handling both cash & bank payments to the parties by using Tally.
- Bank reconciliation.
- Making E-Declaration for branch transfer.
- Local purchase bill verifying.
- Handling the TKM report and event claim.
- Prepare balance sheet and profit & loss accounts.
- Prepare monthly financial report through MS Excel.
- Consolidated monthly branch reconciliation.
- Handling Toyota Software (CTDMS).
- Coordinating with sales dept. and service parts dept. to ensure daily physical stock report.

Mohan & Ravi Chartered Accounts

Trainee Accountant from February 2011- April 2012

- Preparing income & expenditure statement.
- Auditing and analyzing the records of other companies.
- Keeping the details of record manually.
- Maintaining internal and external mails.
- Calculating the TDS payable statements of clients.
- E-Filing.
- Checking the sales return and purchase return.
- Conducting internal audits of various companies.

ACADEMIC QUALIFICATIONS

Bachelor of Commerce (Finance)

June 2011, Calicut University, Kerala, India