



MUHAMMED FAZIL.K.S

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Contact No (+971 52 304 5704)
Status : Visit Visa

PROFILE

“An articulate and quick thinking person who has a mutual flare for being able to communicate and build relationship with potential clients. Is creative, straight talking, innovative, confident and willing to contribute ideas and professional opinion to any project and also is passionate about playing a pivotal role in any business.”

PERSONAL PROFILE

Gender : Male
DOB : 20/04/1994
Marital Status : Single
Nationality : Indian
Religion : Islam

PASSPORT DETAILS

Passport ID : P9131466
Date of Issue : 10/04/2017
Expiry Date : 09/04/2027
Place of Issue : COCHIN

LANGUAGES KNOWN

English : Excellent
Malayalam : Excellent
Hindi : Average

OBJECTIVES

To seek a challenging position in an organization to work positively, progressively and in a pro-active manner by constantly innovating and working with a beyond expectations attitude, which would help in the growth of the organization as well reaching the zenith of my career.

WORK EXPERIENCE

2016 – 2018 Worked as Assistant Accountant at SML Finance

Job Responsibilities:

- Processing receipts & payments
- Ensure management of daily cash accounts
- Handle cash transactions with customers & cash collection, maintaining records, and safeguarding, depositing of money
- Recording of receipts and payments
- Managing day-to-day transactions
- Preparation of monthly and yearly financial statement reports
- Assisting with month-end, quarter - end and year-end tasks
- Review bank reconciliation for all payment types.
- Manage relationships with banks for daily settlement, queries.
- Prepare sales-related documents such as contracts and orders.
- Follow-up delivery and coordinate LPO.
- Coordinate and execute sales and service events.
- Manage incoming calls, emails, orders, and customer service inquiries

2018 – 2021 Worked as Branch Manager at Manappuram Finance

Job Responsibilities:

- Developing, Implementing and maintaining a business plan for the branch
- Managing the daily activities of the branch
- Providing excellent service to customers
- Handling Cash Transaction and exchanging currencies
- Cash Management (Payment & Receipt)
- Handling administration and Business Development.
- Adequate knowledge of gold checking.
- Daily & monthly report to RO & HO.
- Reconciliation of bank statement.
- Maintaining Cash Book, Book Keeping, Daily Report Area Head.
- Cash dealing, gold loan, money transfer, NCDs & Bond. Working as a joint custodian in the Branch.
- Receiving quotation from vendors and processing the PO after Follow up
- Follow up on payments

PERSONAL SKILLS

- Attention to details
- Fast Learner
- Team Leader
- Excellent Organizational Skills
- Hard Working and Dedicated
- Adaptability
- Initiative
- Good communication
- Team player
- Strong analytical skills

ACADEMIC QUALIFICATION

- | | |
|-------------|---|
| 2014 | Bachelor of Business Administration - Finance
University of Calicut, Govt of Kerala India |
| 2011 | Higher secondary Education - Commerce
Board of Public Examination - Govt of Kerala, India |
| 2009 | S.S.L.C
Board of Secondary Education - Govt of Kerala, India |

COMPUTER SKILLS

- MS Office (Word, Excel, Power point)
- Operating system: Linux, Windows 7,8 & 10
- Tally (ERP 9)

PROFESSIONAL SKILLS

- Advanced competency in Microsoft Office and Accounting software packages
- Administration Management
- Inventory Management
- Highly motivated self-starting individual
- Handle business correspondences
- Work in detail and good organizational skills
- Work independently and as part of a team

CARRIER STATEMENT:

"I feel that my strongest strengths are firstly having a passion for Business Management and Accounts. Secondly an ability to understand and prioritize my work in a changing business environment, thereby helping me to successfully deliver results. "

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