



## PROFILE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my immense desire for knowledge and experience, and thereby to equip myself as good competitor by utilizing the resource to the full extend and become an asset to the organization.

## CONTACT

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+91 8086435389

## PLACE

Sharjah, UAE

## EMAIL

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## PERSONAL DETAILS

**Visa Status:** Visit Visa

**Visa Validity:** 09-01-2022

**Passport No:** P9133343

**Marital Status:** Married

**Date of Birth:** 28-09-1999

**Languages Known:** English, Hindi & Malayalam

**Nationality:** Indian

**Reference:** Available on request

# MOHAMED FAISAL M K

## ACCOUNTANT

## EDUCATION

### Bachelors of Commerce with Computer Application

2017 - 2020

Annamalai University College / Annamalai University.

### Plus Two Commerce with Computer Application

2015 - 2017

Government Higher Secondary School / Chathanur.

## WORK EXPERIENCE

### Zain Fashion - Accountant

2020 – 2021

- ✓ Preparing Invoices and follow up to client for payments received.
- ✓ Prepare MIS report.
- ✓ Responsible for updating account records and book keeping.
- ✓ Maintain General Ledgers.
- ✓ Responsible for preparing records of financial information.
- ✓ Maintaining in petty cash.
- ✓ It shows all activities including payments and payroll.
- ✓ Review expense reports and cash advances.
- ✓ Process accounts payable checks and bi-weekly payroll.
- ✓ Manage electronic funds transfer.

## TECHNICAL SKILLS

- ✓ Introduction to PC.
- ✓ Microsoft (Word, Excel, PowerPoint).
- ✓ Computerized accounting.
- ✓ Accounting package Quick book.
- ✓ Tally Accounting Software.
- ✓ Peach Tree Accounting Software.
- ✓ SAP Accounting Software.

## DECLARATION

I hereby solemnly affirm that all the above information furnished is true to the best of my knowledge and belief.