



CONTACT



SBK KARACHI BUILDING
FLAT NO.: M2
NEAR SAHAB AL MADINA
DEIRA, DUBAI - UAE



0507167321



farsinap123@gmail.com

Father's Name: MUSTHAFA KP

Date of Birth: 27th July 1998

Sex: Male

Nationality: Indian

Marital Status: Single

Passport NO.: T2616924

Visa Status: Visit Visa

LANGUAGES

- ENGLISH - R, W, S
- HINDI - R, W, S
- MALAYALAM - R, W, S

INTERESTS & HOBBIES

- Cricket
- Badminton
- Music
- Driving
- Reading
- Browsing

FARSIN AP

ACCOUNTANT

OVERVIEW

Detail-oriented, efficient accountant with excellent attention in technology skills and experience with Tally and managing Accounts receivable and payables. Comfortable working in fast-paced, deadline-driven environments. Excellent written and oral communication. Proficiency in VAT Knowledge, Tally ERP/ Prime, MS Excel and MS Word.

EDUCATION

- Bachelor's Degree
Bachelor in Business Administration
Sree Narayana College
- Higher Secondary
Moothedath Higher Secondary School

WORK EXPERIENCE

Accountant – PERFECT PVC PIPES, Taliparamba (AUG 2020 – JAN 2022)

- Analysis financial data to ensure it was recorded and reconciled.
- Keep physical files and digitize records organised for easy.
- Prepare invoices and properly maintained them as a hard copy.
- Software used for accounting is tally prime and MS excel.
- Create month end reports and present information to the managing director.
- Maintain daily production records.
- Proper maintenance of accounts payable and receivables.
- Reconcile and maintain balance sheet account.

Assistant Accountant – PURPLE MICE LLC – Dubai (OCT 2019 – MAR 2020)

- Preparing Payment Vouchers.
- Handling Cash in Hand and proper recording of cash bills and preparing cash ledger.
- Prepare Local Purchase Order (LPO) and Delivery Note (DO).
- Physical filing of VAT documents and helps in VAT filing.
- Software used for accounting is Tally ERP, MS Word and MS Excel.

VOLUNTEER WORK

- NATIONAL SERVICE SCHEME (NSS) 2014-2016

COMPUTER SKILLS

- Tally ERP/Prime (certified)
- MS Excel (certified)
- MS Word
- MS PowerPoint
- Basic computer knowledge

QUALITIES

- Smart Working
- Confident
- Positive Attitude
- Excellent Communication Skills
- Punctual
- Enthusiasm

DECLARATION

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

FARSIN AP