



**Faisal**

fazalmohd2010@gmail.com

**Mob: - 050 3146458, 056 515 4265**

Fast learner and self-motivated with **17** year's experience in the field of Accounting & Office Administration works. Ability to work under pressure with a hard-working initiative approach, work with minimum supervision, having exceptional ability to quickly adapt to any working condition or method.

**Work Profile: -**

- From 1st May 2010 onwards. M/s. Gulf Precast Concrete Co. LLC.(GPCC) Abu Dhabi – U.A.E (Member of Saif Bin Darwish Co.LLC)  
**Organization Type: Construction/Manufacturing/Civil**  
**Position: - General Accountant**  
**(Working with ERP-Ramco Enterprise Solutions & Oracle)**

**Essential Duties & Responsibilities: -**

- ❖ Verifying supplier invoice with **PO, Delivery Note & Goods receipt note.**
- ❖ Suppliers invoice booking based on the verified **PO&GRN** base.
- ❖ Coordinating with **procurement & Store** for supplier's delivery of materials.
- ❖ Monthly supplier payments preparation based on aging **reconciliation & period of payment terms.**
- ❖ Attending Vendor calls and resolving queries.
- ❖ Daily basis bank account monitoring, schedule the **payments based on fund availability.**
- ❖ Monthly **bank reconciliation.**
- ❖ Booking in the system all bank related entries like **bank charges, bank interests, loan repayments, LC repayments & trust receipt payments etc.**
- ❖ Handling the **Petty Cash.**
- ❖ Monitoring & verification of different locations **Petty Cash holder's transactions.**
- ❖ **Ledger** reconciliation of petty cash holders & **reimbursement of petty cash.**

- ❖ Renewal & arranging of insurance policies like (profession indemnity, public liability, property all risks, money insurance, fire lightening, marine open cover & contractors all risks)
- ❖ Monthly **ETISAT, ADDC & DEWA** expenses booking, reconciliation accounts and prepare the payments.
- ❖ Booking in the system monthly accrued & prepaid related entries.
- ❖ Prepare with tax audits and filing tax returns.
- ❖ Check PRO related expenses to visa renewal and booking the entries appropriated account codes.
- ❖ Booking in the system Asset related invoices, allocate monthly depreciation.
- ❖ Expertly managed and secured **ICV Certificate** for Commercial License for GPCC.
- ❖ Budget analyzing with **Actual** for each project wise.
- ❖ Preparation of **OPEX** Static Budget, **Roll over Budget & CAPEX** Budget.
- ❖ Preparation of monthly **Cash Flow Report**.
- ❖ Prepare month-end and year-end close process.
- ❖ Monthly analyzing for **OPEX Roll over Budget** with **Actual cost**.
- ❖ Monthly overhead allocations to respective jobs.

- From 25th **January 2007 to 30<sup>th</sup> April 2010**. **M/s. National Bags Factory Abu Dhabi – U.A.E (Member of Exeed Industries – National Holding Group)**  
**Organization Type: Manufacturing Cement, Raffia & Garbage Bags**  
**Position: - General Accountant - (Worked in Quick Books Enterprise Solutions)**
- From 7th **August 2004 to 24<sup>th</sup> January 2007**. **M/s Bin Theeban 2000 Commercial Group and Landcare Landscaping & Gen. Cont. Abu Dhabi – U.A.E**  
**Organization Type: Trading & Landscaping**  
**Position: - General Accountant & Procurement- (Worked in Oracle & Tally)**

**Academic Qualification: -**

- Graduate (**Bachelor of Commerce**) from **University of Calicut**, Kerala –India.
- Higher Secondary Course (**PDC**) from **University of Calicut**, Kerala – India
- Secondary Course (**S S L C**) Under **Board of Public Examination**, Govt: of Kerala.

**Computer Skill: -**

- **Microsoft Office** (Ms Word, Ms.E xcel, Ms Access, Power Point, Outlook Express, Page Maker & Internet)
- Tally Accounts Package
- Quick Books Accounts Package
- Peachtree Accounts Package
- Cheque Management Software
- Oracle 8i & VB 6.3
- **ERP – RAMCO ENTERPRISE SOLUTIONS**

**Typing Skill (English): -**

- Higher: 150 words at 5 minutes speed, Shorthand: 120 words at 8 minutes speed

**Languages Known:** - English, Hindi, Malayalam, Tamil & Arabic (Fair)

**Driving License:** -

U.A.E Valid Driving License (License No.534295/A, Expiry Date – 28/08-2026)

**Personal Profile:** -

Nationality	: Indian
Marital Status	: Married
Date of Birth	: 10 <sup>th</sup> May 1983
Religion	: Islam
Passport No.	: V7769371
Date of Issue	: 22-08-2021
Date of Expiry	: 21-08-2031
Visa Status	: Employment Visa

**Declaration**

All information furnished above is true and correct to the best of my knowledge. If I am given a chance to serve in your esteemed organization I assure my best service at all levels and at all times.