

Mohamed Faris

(B.Com)

Ajman, UAE

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Technical Skills

Windows OS
MS Navision (ERP)
Gulf HR
Microsoft Word & Excel

Educational Qualifications

B.Com (Graduation in Commerce)
Mahatma Gandhi University, India
(2007-2010)

Principal studies: Financial Accounting, Auditing, Marketing Management, Entrepreneurship development and management, Banking, Business and corporate laws, Statistics and Budgeting

Diploma in Accounting
LCC Institute, India (2010)

Principal studies: Tally, Peachtree, Microsoft office, Gmail and Outlook express

Proficiency

Payroll (WPS)
HR & Administration
Bank Reconciliation
VAT
Petty Cash Management
Inventory

Key Notes

Valid UAE driving license
7 years of UAE experience

Bio Data

Date of Birth : 25-08-1989
Passport No.: S5280419
Nationality : Indian
Gender : Male

Languages Known

English, Arabic, Hindi & Malayalam

Visa Status

Residence visa (Transferable)

Working Experiences

Payroll Accountant | December 2019 - March 2020

NSCC International LLC / Dubai, UAE



Responsibilities

- Preparation of monthly payroll statements and reports
- Assist for the finalization of payroll & preparation of WPS
- Administration of employees leave details and preparation of settlements
- Documentation of employees records and filing
- Preparation of employees reports as per the instruction of superiors
- General HR & Payroll tasks assigned by the line manager

Accounts & Administration Assistant | January - December 2019

Microbuilt Contracting LLC / Dubai, UAE



Responsibilities

- Petty cash management and controls the expenditures
- Process Bank Reconciliation Statements (BRS) and post adjustments if any
- Making sales invoices as per the requirements and follow-up for receipts
- Checking the purchase invoices and process for the payments to the suppliers
- General administration and HR related works as per the requirements
- WPS preparation & VAT submission procedures

Accountant | January 2017 - May 2018

Korri Trading Co. / Sharjah, UAE



Responsibilities

- WPS preparation & VAT submission procedures
- Process Bank Reconciliation Statements (BRS) and post adjustments if any
- Maintenance of cash book and petty expenses with valid invoices and vouchers
- Accounts receivables with generation of customer's SOA and follow up
- Accounts payable with reconcile supplier account and proceed the payments
- Submission of various financial and business reports to the management (MIS)

Cashier & Accounts Assistant | November 2011 - January 2017

Paris Group International LLC / Dubai, UAE



Responsibilities

- Making invoices according to the customer requirements
- Accept payments as cash, foreign currency, gift vouchers etc. from the customers
- Check and verify the total currencies at the end of the day and deposit into the bank
- Manage MS Navision ERP system at the outlet and update the databases
- Verification of expenses with invoices and vouchers for reimburse to the outlet
- Reporting the assigned tasks to the superior head of management (MIS)