

# MOHAMMED FAZIL.A.C

**Location:** Sharjah, UAE

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**Contact No:** +971554158459 (UAE)

**Passport No.:** L9281896

**Visa Status:** Visit visa



## **CAREER OBJECTIVE**

To work for an organization that gives scope to update my knowledge and skills in accordance to the latest trends and be a part of the team that dynamically work towards growth of organization and gain satisfaction thereof.

## **EXPERIENCE**

➤ GST Accounting Centre, Payyanur, Kerala, India 01-10-2018 to 28-06-2019

❖ Position – Accounts Assistant

### **Responsibilities:**

- Enter purchase and sales transaction into the tally software
- Enter credit note and debit note transactions
- Make 1 month statement in excel sheet
- Comparing the tally and excel sheet entered
- Enter the data into the GST website
- Paying the tax amount to the govt. through net banking

➤ Manumatic Nissan, Kannur, Kerala, India 01-05-2017 to 31-05-2017

❖ Position – Marketing Executive

One month Internship – Field work

## **ACADEMIC QUALIFICATION**

- **Master of Business Administration (MBA) - 2016 – 18**  
Specialization in HRM and Marketing - Kannur University
- **Bachelor of Commerce with computer application – 2013 – 16**  
Kannur University
- **Higher Secondary Education (Plus 2) – 2011 - 2013**  
HSE Board Kerala, India

## **SOFTWARE SKILLS**

- Tally, Peachtree, Quick Books, Tradeasy
- Microsoft word, Excel, PowerPoint
- Adobe Photoshop, Illustrator, Corel Draw
- Ability to quickly learn new organizational support software & applications

## **ADDITIONAL QUALIFICATION**

- SAP FICO
- VIBES (Virtual Interactive Business Experiment System) Work Experience in Virtual Offices of Manufacturing, Trading & Service Oriented Firms with Payroll, GST.
- Computerized Accounting (Tally, Peachtree, Quick Books, Tradeasy)
- Business Logistics (Material Management, Warehousing & Inventory, Export Procedures, Commercial Shipping, Multimodal Transportation.)
- Certificate of completion in course on AutoCAD 2D
- Indian driving license (M/C with gr and LMV)

## **STRENGTHS**

- Hard worker, Smart worker & Team player
- Punctual, reliable & efficient
- Sincere, mindful & positive

## **PERSONAL INFORMATION**

Father's name: Mohammad Ali K.V  
Date of Birth: 03 - 03 - 1995  
Gender: Male  
Marital Status: Single  
Nationality: Indian  
Religion & Caste: Islam, Muslim  
Present address: Naif supermarket  
Industrial area 2, Sharjah, UAE  
Linguistic Abilities: Malayalam, English, Hindi, Arabic  
Hobby: Playing football, playing badminton, watching movies

## **DECLARATION**

I hereby declare that above furnished information is genuine and true to the best of my knowledge. I consider myself with my profession and confident of my ability to work in a corporate environment.

Place:

Date:

MOHAMMED FAZIL AC