

MUHAMMED FAYIZ

ACCOUNTANT

+971 50 125 8769

mhmdfayizks@gmail.com

Seeking a suitable position in Accounts & Office Administrator with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.



Dubai, UAE



17th Aug 1995



Visiting Visa



Single



Indian

EXPERTISE

Excellent Knowledge in,



ZOHO Books



Tally ERP 9



Excel



Word



Standards of Accounting



Accuracy & Attention
to detail



Critical Thinking

LANGUAGES



SPEAK

ENGLISH, HINDI, TAMIL



READ

ENGLISH, HINDI, ARABIC



WRITE

ENGLISH, HINDI, ARABIC



MALAYALAM

WORK EXPERIENCE

ACCOUNTANT

Ever One Properties India Pvt. Ltd, Kerala, India

[Mar 2019 – Jan 2022]



- Compile and analyze financial information's and documents to prepare books of accounts and its finalization Preparing tax returns and ensuring that taxes are paid properly and on time.
- Maintenance of Day Book and ledgers.
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet.
- Preparation of cash flow and fund flow statements.
- Preparation of projected and provisional Balance sheets.
- Payroll preparation and Accounting.
- Checking time sheets and preparing payroll sheet based on monthly attendance report.
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors,
- Supervise administrative staff and divide responsibilities to ensure performance
- Coordinate office activities and operations to secure efficiency and compliance to company policies. Manage agendas/travel arrangements/appointments etc. for the upper management

EDUCATION

2019

2017

Master of Commerce

FINANCE

Mahatma Gandhi University

Kerala, India

2015

2012

Bachelor of Commerce

COMPUTER APPLICATION

Mahatma Gandhi University

Kerala, India

2012

2010

Board of Higher Secondary Examination COMMERCE

Kerala State Education board, India