



## FAYIS RAHMAN. C.M

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Mobile: +971523557513

Date of Birth: 29 -Dec-1992

Nationality: Indian

### PASSPORT DETAILS

- Passport No : M9818100
- Expiry Date : 29-12-2025
- Place of Issue : Cochin

### EDUCATIONAL QUALIFICATION

- PDCFA-Rutronix
- BBA (Calicut University)
- +2 (Commerce)
- SSLC

### LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Arabic

### CONTACT ADDRESS

Chembayil House

Anakkara Post

Palakkad District Kerala

PIN:679551

### CAREER OBJECTIVE

A career in Accounting and in the Administration field, which provides me a challenging environment where I can develop myself and also being part in organizations development.

### PROFESSIONAL EXPERIENCE

#### **Al Zeenat Flour Mill & General Store LLC (Super Market) Umm Al Quwain-UAE.**

**Designation: Accountant**

**Duration: 07-08-2017 to 12-12-2019**

#### **Duties & Responsibilities:**

- + Preparing VAT report
- + Preparing invoices (purchase & sales
- + Preparing Journal voucher
- + Bank reconciliation statement
- + Preparing cash book
- + Marketing reports (Daily & Monthly)
- + Bill statement
- + Product entering
- + Debtors & Creditors statement
- + Making credit note & debit note
- + Bank credit card statement

#### **Akbar Travels of India PVT LTD-Mumbai.**

**Duration: 05-01-2016 to 27-06-2017**

**Designation: Accountant**

#### **Duties & Responsibilities:**

- + Preparing Invoices
- + Petty cash Management
- + Bank reconciliation statement
- + Prepare necessary journal entries
- + Prepare credit card statement
- + Billing
- + Filing all Document in proper way

#### **Ensign Media- Changaramkulam.**

**Duration: 07-10-2015 to 29-12-2015**

**Designation: Accountant**

#### **Duties & Responsibilities:**

- + Preparing ledger
- + Petty cash Management
- + Preparing Invoice
- + Preparing Purchase & Sale report
- + Preparing Trading & P/L Account & Balance Sheet
- + Submission of the report to MD

## SYSTEM KNOWLEDGE

- FORZA RETAIL
- ALPHA& ALPHA PRO
- IBOSS
- MS Office
- Peach Tree
- Photoshop
- Tally ERP 9

## PERSONAL SKILLS

- Good understanding and Quick Learning ability.
- Willing to work hard and grow Continuously.
- Team Leadership.
- Good communication skill.

## AREA OF INTERESTS

- Accounts
- Administration
- Ticketing
- Documentation
- Sales & Purchase
- Customer service

## HOBBIES

- Travelling
- Listening music & Browsing
- Football
- Reading

### Sidra Wedding - Edapal.

**Duration:** 02-07-2015 to 25-09-2015

**Designation:** Accountant

**Duties & Responsibilities:**

- ✚ Preparing Invoice
- ✚ Prepare Journal entries
- ✚ Prepare Credit card Statement Billing.

## PROFILE SUMMARY

- Proficient in office management and coordination skills.
- Ability to express management concepts clearly to people.
- Innovative skills and practical application with presentation Skill.
- Enthusiastic, Creative and willing to assume increased responsibility.

## SKILLS AND STRENGTHS

- Strong interpersonal and communication skills.
- Ability to work in a team with diverse backgrounds.
- Strong commitment to quality.
- Determination, Dedication and discipline.
- Willing to learn and adapt to new opportunities and challenges.
- Excellent working knowledge of all Microsoft office packages.
- Ability to produce consistently accurate work even whilst under stress

## DECLARATION

I hereby declare that the particulars of information and facts stated here in above are true, to the best of my Knowledge and belief.

**FAYIS RAHMAN.C.M**