

CURRICULUM VITAE

FAISAL KORANGAD ACCOUNTANT

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Profile Summary

A Post Graduate with almost Three years of abroad and Two years of Indian experience in the field of finance and accounting. The years of experience emphasize a career whereby I visualize to be placed in a system where I can shoulder much more responsibilities. That perfected my knowledge and gave me a better view about accounting and finance.

Education

2011 - 2013

Master of Commerce

Madurai Kamaraj University – Tamil Nadu, India

2008- 2011

Bachelor of Commerce

University Of Calicut – Kerala, India

Work Experience

COMPANY: GALLERY DESIGN GROUP OF COMPANIES - DAMMAM, SAUDI ARABIA
(Trading and Contracting, Manufacturing and Retail)

(Gallery Design, the first multi-brand showroom and retail space in the Middle East to provide modern and contemporary solutions in furniture, lighting, flooring and kitchens from internationally renowned interiors brands.)

(ACCOUNTANT – Payables & Receivables) - (July 2014 – September 2016)

The Role:

- Recording daily transaction in the books of account.
- Accounts payable process and management
- Reconcile sales on daily basis and deposit on monthly basis.
- Collation of all supplier invoices on daily basis that comes through emails, posts and dropped through Finance team;
- Petty cash handling and posting the day to day expenses to their ledgers.
- Coding of invoices and preparation of invoice log for review before posting;
- Monitor Vendors accounts details and investigate non-payments, delayed payments and other irregularities
- Preparation of Aging report and follow up with supplier for payments
- Validation of Purchase Order with all supporting documents, approval & Posting in MSD AX 2012
- Prepare and process Bank and Vendor reconciliation on monthly basis and Reporting to the FM.
- Reconciliation of suppliers account balance and communicate for the invoice discrepancies.

- Preparation of cheques and online transfer for suppliers up on payment proposal received with concern approval.
- Maintain vendor file and investigate nonpayment, delayed payment and other irregularities.
- Post transaction to journal, ledger and other records in the system
- Preparing and processing purchase order and payment plan for a weekly basis.
- Proper filing of all payment vouchers, schedules and supporting receipts in an organized manner
- Preparation and processing of Prepaid and Accrual Journal Entries in the system.
- Follow up with procurement department for pending purchase bill since more than 30 days.
- Prepare and process Vendor reconciliation on monthly basis.
- Maintain the cash books both on the system and in excel.
- Support for accurate & timely monthly, quarterly & yearend close.
- Provide all the necessary clarification to the internal and external auditor

COMPANY: TEEKEY TILES AND GRANITES PVT LTD CO, - KERALA, INDIA

(Wholesale And Retail Dealer Of Tiles, Granites And Sanitary Ware Major International Brands Like Rak, Jaguar, Hsil, Kajaria, Nitco, Simpolo, Quton, Grohe, Hindware, Toto, Franke, Carrysil,)

(ACCOUNTANT – Payables & Receivables) - (NOV 2016 - APL 2019)

The Role:

- Recording daily transaction in the books for account.
- Accounts payable process and management
- Collation of all supplier invoices on daily basis that comes through emails, posts and dropped through Finance team;
- Coding of invoices and preparation of invoice log for review before posting;
- Posting of invoices in the accounting system;
- Prepare new vendor creation forms, ready for review and creation by the AP supervisor;
- Prepare and process Vendor reconciliation on monthly basis and reporting to the FM
- Treasury functions which includes assisting the supervisor in managing bank accounts.
- Downloading the payables aging schedule and preparing reports for the Supervisor to ensure suppliers are paid on time.
- Assist the Supervisor-Treasury in recording of cash disbursements and receipts in the cash book
- Ensuring supporting documents (i.e. LPO as applicable, approvals, etc.) are intact for payments.
- Prepare bank reconciliations on a monthly basis and reporting to the finance manager
- Preparation of journals to be uploaded into the accounting system.
- Prepare all expenses analysis reports to facilitate reviews of the Finance Controller;
- Proper filing of all staff expenses receipts and supporting vouchers.
- Support for accurate & timely monthly, quarterly & yearend close.
- Provide all necessary clarification to the internal and external auditor.

Computer Skills & Software Skills

- Accounting Software : Microsoft Dynamics AX 2012 ,TallyERP09
- Microsoft Applications : MS OFFICE (Word, Excel, Power point, Outlook)
- Operating Systems : Windows (XP, Vista, 7, 8.1, 10).

Courses/Training

- **Certified Professional Accounting**
Successfully completed CPA from APAT Calicut (6 Months Course)
- **Diploma in Computer Application**
Successfully completed Diploma in Computer Application from GTEC computer education center, with intensive practical orientation in Web designing

Employability Skills

- **Communication:** Ability to communicate in 3 languages namely Malayalam, English and Hindi with at **most fluency**.
- **Creative thinking and problem solving skills:** Ability to ask/pose relevant questions, think out of the box and trouble-shoot with natural intuition. Effective with people of all types and can translate productive empathy into corporate action. Enjoys challenges and is diligent about the service provided to customers and clients.
- **Interpersonal/ Teamwork skills:** I am a strong team player and always complete any tasks to the best of my ability while adhering to set deadlines.
- **Entrepreneurial skills:** Ability to take ideas and initiatives and develop them into workable and profitable ventures.

Languages: - English, Arabic, Hindi and Malayalam

Personal Details

- Date of Birth : 10-09-1990
- Nationality : Indian
- Passport No : S3148040
- Date of issue : 03-08-2018
- Date of expiry : 03-08-2028
- Gender : Male
- Marital Status : Married
- Address : Korangad (H),Puthuppadi, Kerala, India – 673586
- Driving License : Indian / Saudi Arabia.
- Skype ID : faizal.muhammed666
- LinkedIn : <https://www.linkedin.com/in/faizal-k-a7749b10a/>

Declaration

I hereby declare that the information given in my curriculum vitae are true to the best of my knowledge and belief. If, I am offered an opportunity to serve, I will discharge my duties with utmost care and entire satisfaction to you.

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