



MOHAMMED FAYIS. P
(ACCOUNTANT)

ADDRESS
Opp. Gold Souq Bus Station,
Deira, Dubai.

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PERSONAL INFO

FATHER'S NAME : ABDUL GAFOOR
NATIONALITY : INDIAN
DATE OF BIRTH : 04-07-1998
PLACE OF BIRTH : MANJERI
GENDER : MALE
MARITAL STATUS : SINGLE
RELIGION : ISLAM

PASSPORT DETAILS

PASSPORT NO. : T8042035
DATE OF ISSUE : 29-08-2019
DATE OF EXPIRY : 28-08-2029
PLACE OF ISSUE : KOZHIKODE

VISA STATUS

TOURIST VISA
VISA VALID UPTO 22-03-2022

CURRICULUM VITAE

CAREER OBJECTIVE

Seeking position to utilize my skill and abilities in an Industry that offer professional growth and to continuously Improved My Skill For Prospective Career Per suit.

WORK EXPERIENCE

- 2 years Work Experience as an ACCOUNTANT in PEARLSPOT AQUA SYSTEMS & SOLUTIONS, Malappuram, Kerala, India from (02- December 2019 to 18- December 2021)

Duties & Responsibilities.

- Control over all Accounting and Financial matters.
- Maintaining and monitoring overall Books of Accounts like Cash Book, Bank Book, Maintaining of Petty Cash Book.
- Maintaining and making entries of different kinds of vouchers.
- Preparation of Trading & Profit and Loss Account, Balance Sheet.
- Assisting for yearly Finalisation of Accounts.
- Reconciliation of Bank statement and Ledgers of Debtors and Creditors.
- Maintaining of Different kind of register like Purchase, Sales, Material inward and Outward register etc.
- Credit control function and payment follow -up
- Handling staff files and preparation of payroll
- Preparing and filing returns of Goods & Service Tax.

- 5 Months Work Experience as an ASST. ACCOUNTANT in Mini Supermarket, Manjeri, Kerala, India.

Duties & Responsibilities.

- Maintaining Purchase & Sales including Stock Register.
- Control over all Accounting and Financial matters.
- Maintain Cash book, Bank book and Petty Cash book.

EDUCATIONAL QUALIFICATIONS

- POST GRADUATE DIPLOMA IN INDIAN & FOREIGN ACCOUNTING (PGDIFA)
(Year : 2019-20)
- BACHELOR OF COMMERCE (B.com)
University of Calicut (Year : 2016-19)

PROFESSIONAL SKILLS

- Control over all Accounting and Financial matters.
- Planning and budget control.
- Proficient in Tally Prime & MS Excel.
- Preparation of Manual Accounts and Project reports.
- Well-versed knowledge and experience in GST system.

COMPUTER KNOWLEDGE

- | | | |
|--------------------|---------------|----------|
| ■ MS-OFFICE | ■ Tally Prime | ■ Typing |
| ■ SAP Business one | ■ Gulf VAT | ■ GST |

LANGUAGE KNOWN

- | | |
|-------------|----------------------|
| ■ English | (Read, Write, Speak) |
| ■ Malayalam | (Read, Write, Speak) |
| ■ Hindi | (Read, Write) |
| ■ Arabic | (Read, Write) |

STRENGTHS & ATTRIBUTES

- **STRENGTHS:**
EXCELLENT COMMUNICATION SKILLS, TIME MANAGEMENT, LEADERSHIP, GOOD LISTENER, TEAM PLAYER AND SELF MOTIVATED.
- **ATTRIBUTES:**
HONEST AND HARD WORKING FRIENDLY, QUICK LEARNER AND SOLVING PROBLEMS.

JOB PREFERENCE

Any middle level/Senior Level/Professional jobs that matches my profile. Preferably in Finance /Accounting /Auditing /Store keeper.

DECLARATION

I hereby declare that all the statements made in this Application are true, complete and correct to the best of my knowledge and belief.

Place : Dubai
Date :

MOHAMMED FAYIS. P