



MOHAMMED FAAIS

OBJECTIVE

I seek new challenges and I'm looking forward to join a progressive high tech company that has need and offer opportunities for advancement. Seeking a position where I can serve with my utmost capabilities and where I can give full play to my creativity to excel within and to grow with the company

CONTACT

Umm Al Quwain, United Arab Emirates

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[Mohammed Faais Arifullah | LinkedIn](#)

PERSONAL DETAILS:

- ❖ **Passport Number: V1307469**
- ❖ **Visa Type: Employment Visa**
- ❖ **Driving License: Light Vehicle Valid License**

LINGUISTIC PROFICIENCY

English



Hindi



Tamil



Malayalam



Arabic



EXPERIENCE

Chettinad Hospitals (Junior Accountant)

July 2022- August 2023

- ❖ To classify the receipts from different branches and ensure its completeness.
- ❖ Prepare monthly receipts and payments report.
- ❖ Performing bank reconciliation on weekly basis.
- ❖ Maintain A/R & A/P record.
- ❖ Deals with debtors and make smooth payment plan in the best interest of company.
- ❖ Ensure the smooth and adequate flow of information within the company to facilitate other business operations

EDUCATION

Bachelor Of Commerce (University of Madras) - 70%

Mohammed Sathak College of Arts and Science

Year-2022

12th Commerce – 69%

The English School, Umm Al Quwain, United Arab Emirates.

Year-2019

CERTIFICATION

Tally Prime- Certified by NIT Computer Education	2023
Skill Training in SAP FISCO - Certified by Avodha Edutech Private Limited	2023
Microsoft Project Quick Tips Course-Certified by LinkedIn	2024
Advanced Excel formula functions by linked in	2024

KEY ATTRIBUTES & SKILLS

- ❖ Communication and Interpersonal Skills
- ❖ Customer Service Skills
- ❖ Analytical Skills
- ❖ Discipline
- ❖ Financial Analysis
- ❖ Professionalism
- ❖ Knowledge of Accounting Principles
- ❖ Initiative

COMPUTER PROFICIENCY

- ❖ MS Office
- ❖ Tally Erp 9
- ❖ Creating and managing spreadsheets
- ❖ Email communications
- ❖ Accounting Software
- ❖ Spreadsheet Software
- ❖ Presentation Software
- ❖ File Management

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