



# FAZIL ANAS VETTICKAL

**Accountant&Storekeeper**

**AbuDhabi, United Arab Emirates**

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## **CAREER OBJECTIVE**

Being educated and having worked in reputed institutions. I have exposure to diverse business culture. I have a proven 6 Years of experience in Sales, Accounting and Purchase and Logistics incrementally helping the firms to improve growth and turnover.

## **CORE COMPETENCIES**

- Financial Accounting Practices.
- Human Resource Department Accounting.
- Preparing pay bills and and salary statements.
- Team spirit and customer relationship.
- Planning and managing logistics,warehouse.
- Transportation and customer services.

## **ORGANISATIONAL EXPERIENCE**

### **Logistics and Store keeper at Drillcon int LLC - Abu Dhabi from Jan 2016 Onwards**

- Making payments to the suppliers, calculating their rebates and other deductions.
- Reconciling the accounts statements of vendors Posting purchases and sales.
- Preparation of Bank Reconciliation Statement and Customer ageing report.
- Coordinate Activities of purchase & sales section.
- Monitoring Stock Level in central warehouse.
- Audit the stock in central warehouse.

### **Accountant at International Décor LLC Abudhabi, UAE from 5th NOV 2014 to 25th DEC 2015.**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.

- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base.

**Sales executive at I Bell Electronics and Home Appliances India from 1st August 2013 to 31 October 2014.**

- Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
- Must act as a bridge between the company and its current market and future markets.
- Display efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
- Help management in forthcoming products and discuss on special promotions.
- Review their own performance and aim at exceeding their targets.
- Record sales and order information and report the same to the sales department.
- Provide accurate feedback on future buying trends to their respective employers.

**EDUCATIONAL QUALIFICATION**

- Financial Accounting, Retail Management, Rural Marketing, Product Management, Service Management, Human Resource Planning, Purchase and Logistics Accounting.
- B.Com In Computer Application (2008-2011) from St. George Collage Erattupetta, Kottayam. Affiliated to Mahatma Gandhi University, India.

**COMPUTER SKILLS**

- Linux, Windows 98, Windows XP, Windows Vista, and Windows 7.
- MS-Office 03, MS-Office 07, MS-Office 2010.
- Adobe Photoshop and Open Office.org
- Tally ERP 9.0

**PERSONAL DETAILS**

- Date of birth : 10<sup>th</sup> September, 1989
- Nationality : Indian
- Marital Status : Married
- Languages Known : English, Hindi, Malayalam.
- Visa Status : Residence visa
- Passport Number : J6643689
- Driving license : Valid UAE driving licence holder.

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Thanking You,

*Abu Dhabi*

*Fazil Anas*



