



FAYAS S

ACCOUNTS ASSISTANT



PROFILE INFO

Looking forward to take up challenging assignment in the field of office duties and assist with senior colleagues in the required qualification in Computer Applications.

•I assure that my skills of proficiency will be shared to provide result and to grow with the company.



WORK EXPERIENCE

➤ **Role : Accounts Assistant** **2022 - Present**
Company Name : Mirdif Aluminium and Glass Cont. LLC

- Manage data in spreadsheets and reports.
- Help to maintain the budget plan.
- Preparation of Quotes, Invoices, Purchase Orders, Financial accounts for expenses like payment and receipt vouchers.
- Coordinating office activities and operations to secure efficiency to company policies.
- Track Stocks of office supplies and place orders when necessary.
- Assist Colleagues when Necessary for to estimate the quotations and BOQ's.
- Prepare monthly and daily reports for the remembrance of day to day activities.
- To assist with HR manager for ensuring the duties of employees.



CONTACT



Phone

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Email

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Address

Sharjah, UAE



EDUCATION



2018-2021

JJ College of Arts and Science (BCA - 73.98%)



2016 -2018

**Mount Zion Matriculation
Higher Secondary school
(Computer Science -
79.33%)**



LANGUAGE

- Hindi
- English
- Tamil
- Malayalam



MY SKILLS & EXPERTISE

Analytical Thinking



Time Management



Problem Solving



Record Keeping



VISA STATUS

Valid Upto: 22/06/2025(Employment Visa)