



FAHMI NAAZIM MP

Account Executive

My Contact

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☎ 0554463934

📍 United Arab Emirates

Software Skills

- Tally ERP9 and Prime
- Quick Book
- Peachtree
- MS Office Excel
- MS Office Word

Areas of Strength

- Accounts
- Income Tax
- GST
- Payroll
- Emailing
- Work Coordination
- Leadership Quality
- Communication Skills

Education

- **DIPLOMA IN FOREIGN ACCOUNTING**
VISA-Virtual Interactive System of Accounting (Issued by NSDC)
Thalassery, Kerala, India.
2021 - 2022
- **BACHELOR OF COMMERCE**
First-Class Honours
Kannur University, Kerala, India.
2018 - 2022
- **PLUS TWO-HIGHER SECONDARY EDUCATION**
Kerala, India.
2016 - 2018

Career Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Highly recognized in the community. I can meet the challenges that your company will entrust me.

Work Experience

Office admin

Whakaaro Delivery

Kerala, India.

05-01-2023 - 25-05-2023

Key responsibilities:

- Managing orders through online and offline
- Assigning/Managing Employees (Delivery Boys)
- Daily sales forecasting
- Reporting Daily sales variance
- Managing customer complaints

Accounts assistant

Mahe Tile Depo

Kerala, India.

01-05-2022 - 31-12-2022

Key responsibilities:

- Preparation of Invoices Debit notes and Credit notes
- Recording transactions using Tally prime and Excel
- Maintain book of Accounts (Billing, Daybook, Ledger with manually and computerized)
- Preparation of Accounts for clients
- Interacting with clients both orally and writing
- Maintain cash Books
- Maintain Stock register
- Handling Petty cash and Bank Accounts

Accounts assistant

Focus Institution of IT and Technology

Kerala, India.

03-06-2021 - 15-04-2022

Key responsibilities:

- Preparation of sales and commissions 'Reports' commission forecast and analysis
- Prepare Trial balance, Profit and loss account and balance sheet

Language Skills

- English
- Malayalam
- Tamil
- Hindi

Personal Information

- Date of Birth : 24-05-2000
- Place of Birth : Thalassery
- Marital Status : Single
- Nationality : Indian
- Sex : Male
- Visa Status : Visit Visa

- Track and documentation of sales booking and payment
- Recording transaction using Tally prime, Quick book, Peachtree
- Prepare payroll

Additional Skills

- Good communication-written and oral skill
- Excellent knowledge in computer
- Effective interpersonal skills and teamwork skills with a positive attitude
- Easy going and approachable
- Flexible, adaptable and open to change
- Can work on own initiative
- Ability to multy task and prioritize key tasks