



# FAHIM SAYED

## ASSISTANT ACCOUNTANT

### CONTACT



+971563307891



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Al Nahda 2, Dubai, U.A.E

### PERSONAL DETAILS

- Nationality: Indian
- Language: English, Hindi, Urdu
- Martial Status: Single
- DOB: 31 December 1998
- UAE Driving License (LMV)

### SKILLS

- Microsoft Word, Excel and Powerpoint
- Advance Excel and Tally ERP 9
- Command on Negotiation
- Time management, communication and Problem Solving

### HOBBIES



Listening to Music



Playing Football

### OBJECTIVE

A career is an organization where the environment offers tangible opportunities to contribute and to put in my best offers and excel through my hard work. Dedication and constant learning and being consistent with my work.

I would like to get associated with organization where I can enhance my skills and knowledge to work with the team to continue towards growth of organization and myself.

### JOB EXPERIENCE

OCTOBER 2022-TILL DATE

**ASSISTANT ACCOUNTANT - JEIKOR CONTRACTING CO.LLC**

- Preparing cheques for Suppliers and Sub Contractors.
- Checking Invoice and Delivery Orders and entering into Tally ERP 9.
- Maintaining Petty cash.
- Transferring Salaries of Staff and labours.
- Maintaining Day to Day Transactions into system.

MAY 2021 - JUNE 2022

**SR. CUSTOMER SERVICE ASSOCIATE (CSA) - TELEPERFORMANCE INDIA**

- Verifying Government issued ID's (Globally) whether it is genuine or fraudulent and then comparing it with facial biometrics.
- Extracting information from documents and then processing it
- Further proposed for the post of Subject Matter Expert (SME) in accordance to above mentioned role.

FEBRUARY 2020 - MAY 2021

**CUSTOMER RELATIONSHIP ASSOCIATE (CRA) - EPICENTER TECHNOLOGIES PVT LTD**

- Adjusting the customer bank account in terms of Late fees charged by bank by releasing and deleting the amount entries from the customer account.
- Adding the payment to settle the customer bank account in terms of due date
- Auditing Adjustments and Settlements of customers bank accounts.

### EDUCATION

- **SHANKAR NARAYAN COLLEGE OF SCIENCE, COMMERCE AND ARTS**  
2019 | BACHELOR OF MANAGEMENT STUDIES (A)
- **SHANKAR NARAYAN COLLEGE OF SCIENCE, COMMERCE AND ARTS**  
2016 | HIGHER SECONDARY CERTIFICATE (HSC)
- **NH ENGLISH ACADEMY**  
2014 | SECONDARY SCHOOL CERTIFICATE (SSC) (A+)

- I hereby declare that the above mentioned information is true as per my knowledge