



# FAIROOS K K

## CAREER OBJECTIVES

I would like to be a part of an organization where I can use the best of my potential and contribute to the organization's growth along with my personal progress

## EXPERIENCE

- Edu well  
Accountant , Administrator and course co-ordinator from January 2021 to February 2023
- Forge  
Data analytics consulting virtual internship -2020
- PNK Accounting and Consultancy Service  
Accountant from 2019 September to March 2020

## DUTIES AND RESPONSIBILITIES

- Handling day to day petty cash & Bank transactions.
- Reconciles bank statements and department records.
- Managed Accounts Payable, Receivable and Payroll functions.
- Answering queries by employees and clients.
- Prioritizing meetings and appointments
- Responsible for monthly account closing.
- Provides reports as required by the management.
- Maintain Balance sheet and Profit & Loss Account.
- Planning and organizing daily tasks.

## QUALIFICATION

Course	University	Year
Arabic-English typing with office Automation	TSSR COUNCIL	2022
BCOM	Indira Gandhi National Open University	2021
Foundation in cost management accounting	Institute of Cost Accountants of India	2018
HSE	Kerala Board of Higher Secondary Education	2018
SSLC	Central Board of Secondary Education	2016

## Contact

+ +971 565906670

[fairuashiq@gmail.com](mailto:fairuashiq@gmail.com)

King faisal street, Sharjah

Date of Birth : 10-11-1999

## Passport Details

Passport Number : W1773545

Expiry Date : 09-06-2032

Nationality : Indian

Visa status : Visit Visa

Marital Status : Married

## Linguistic Skills

English

Hindi

Arabic

Malayalam

## Technical Skills

Microsoft Office

Quick Books

Tally Prime

Excel

Word

## STRENGTH

- Positive Attitude
- Creativity
- Leadership
- Communication skill
- quick learner
- Team worker

## Passionate

-  Travelling
-  Music

## PERSONAL SKILLS

- Ability to deal with people diplomatically.
- Time management
- Comprehensive problem solving ability
- Optimistic and punctual
- Ability to work under pressure

## WORK EXPOSURE

Professional exposure in handling accounts of various types of business organizations such as Manufacturing / Trading / Service, from Journalization to finalization of accounts (both Manual & Computerized Accounting). knowledge in handling statutory & Taxation Affairs such as GST & G-VAT and also aware about the preparation & e-Filing of relevant returns. Practically I exposure in various Indian & Foreign Accounting Packages.

## DECLARATIONS

I do hereby declare that all the information furnished above is absolutely true to the best of my knowledge & understanding.

**FAIROOS K K**