

Fajar Ahmed K M

Accountant

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EXECUTIVE SUMMARY

A seasoned professional, skilled in accounting and finance with experience in ERP 9, SAP, and Fresa Gold, I have a proven track record of performing monthly, quarterly, and annual accounting activities. My competencies include reconciling processed work, preparing and recording payments, and adapting to new technologies. With a Bachelor of Commerce & Computer Applications, I have honed my skills in various areas such as Finance, Taxation and Funding, ERP, Project Management, Business Planning and Ethics. I work well in teams and am open to picking up new skills and adjusting to new technology.

PROFESSIONAL SKILLS

- Effective Communication and Relationship Management
- Attention to Detail and Analytical Skills
- Technical Skills:
 - Accounting Software: ERP 9, SAP, Fresa Gold
 - MS Office Suite
 - Web Page Development

CAREER OVERVIEW

ACCOUNTANT

Freight Hub Shipping LLC, Dubai, Oct 2022 – Oct 2023

Roles & Responsibilities:

- Managed petty cash flows and ensured smooth transfer of funds between multiple vendors.
- Followed up with debtors regarding repayment and allocated payments to creditors.
- Assisted the Finance Manager in fulfilling bank and cash transactions, and maintained meticulous records of vendor transactions.
- Developed a successful business growth strategy by working with internal stakeholders to do financial analysis and market research.

Skills: Accounts Payable & Receivables, Record Keeping, Invoicing, Vendor Management, Attention to Details

ASSISTANT ACCOUNTANT

Grand Freight X shipping LLC, Dubai, Jan 2021 – Oct 2022

Roles & Responsibilities:

- Followed up with customers regarding payment and allocated payments to their respective invoices.
- Collected and recorded payments in the system, ensuring meticulous payment collection and recording.
- Assisted the Finance Manager in summarizing and recording debit and credit payments, and prepared reports of non-invoiced jobs.

Skills: Accounts Payable & Receivables, Record Keeping, Invoicing, Vendor Management, Attention to Details

Dec 2018- Nov 2020

Assistant Accountant, Beepath Castings Pvt. Ltd, Kerala

Roles & Responsibilities:

- Scheduled daily invoices and deliveries for suppliers.
- Assisted the Lead Accountant in summarizing work documentation and preparing balance sheets.
- Ensured compliance with internal control procedures by examining records, reports, and operating practices.
- Secured financial information by completing database backups.
- Executed inventory compilation across the organization to summarize major stock differences by category.

Skills: Accounts Payable & Receivables, Record Keeping, Invoicing, Inventory Management, Compliance Management, Attention to Details

CERTIFICATIONS

- Finance and Funding
- ERP
- Project Management
- Business Planning and Ethics
- Innovation and Entrepreneurship
- Principles of Indirect Taxes

EDUCATION

Bachelor of Commerce - Computer Applications

G.R. Damodaran College of Science, India

LANGUAGES

English (Proficient), Hindi (Proficient), Malayalam (Native)