

# FAVAZ MOHEMED M S



2 years of experience



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## PERSONAL DETAILS



Address: 31003 (PB Number)  
Al Mushrif,  
Abu Dhabi  
United Arab Emirates

Date of Birth: 05/05/2000

Linked in: [linkedin.com/in/favazms](https://www.linkedin.com/in/favazms)

Passport Number: B9529225

## TECHNICAL SKILLS



MS Office

Tally Prime

E-Filing

Soham ERP

SAP FICO

## SOFT SKILLS



- Time Management
- Flexibility
- Adaptability
- Team Collaboration
- Integrity
- Communication

## SUMMARY



Professional with a strong educational background and experience in accounting and auditing. Possessing CMA Intermediate qualification and a proven track record of academic excellence, I am well-versed in Book keeping, compliance, and accounting standards. My proficiency in conducting audits, preparing financial statements, and collaborating with internal and external stakeholders highlights my dedication to accuracy and adherence to regulatory requirements.

## PROFESSIONAL & ACADEMIC QUALIFICATIONS



Year	Course	University/Board	Remarks
2023	CMA Final	ICMAI	Result yet to be announced
2022	CMA Intermediate	ICMAI	Certificate of merit
2020	B.com	University of Calicut	First class
2017	Higher Secondary	Govt. H.S.S. Vatanappally	72%
2015	High school	St.Antony's H.S.S MALA	90%

## EXPERIENCE



### Audit And Accounts Assistant

#### TOM AND JIM CHARTERED ACCOUNTANTS

February 2023 – October 2023

- ❖ Conducted bookkeeping activities, ensuring 100% accuracy and compliance with accounting standards, leading to a streamlined financial reporting process, and heightened financial transparency
- ❖ Collaborated with internal teams to gather financial data, verify information, and resolve discrepancies, contributing to the overall accuracy of financial statements
- ❖ Led the drafting and preparation of financial statements for diverse clients, ensuring accuracy, compliance, and adherence to accounting standards, resulting in enhanced client satisfaction
- ❖ Played a key role in the tax audit of a diverse portfolio of clients, facilitating a seamless and successful audit process
- ❖ Executed the timely filing of income tax returns, ensuring compliance with regulatory requirements and achieving a streamlined tax filing process for enhanced efficiency

## LANGUAGES

English

Advanced

Malayalam

Mother tongue

Hindi

Beginner

Arabic

Beginner

## HOBBIES

- Career development
- Stock Market Enthusiast
- Watching Infotainment

- ❖ Assisted in comprehensive audits of stockbroker, ensuring compliance with depository regulations, stock exchange guidelines, and relevant laws and preparation of internal audit report
- ❖ Collaborated extensively with various regulators on matters related to compliance of various laws and regulations

### Practical Trainee

#### EMDOT MINCETECH PRIVATE LIMITED

February 2021 – August 2022

- ❖ Managed accounts payable processes, ensuring accurate and timely payment of invoices, resulting in improved vendor relationships and a 15% reduction in payment processing time
- ❖ Reconciled supplier statements and resolved discrepancies, ensuring a high level of accuracy in financial records and contributing to a 20% reduction in reconciliation errors
- ❖ Assisted in audit procedures, collaborating with the audit team to provide necessary documentation, contributing to a smooth audit process and timely completion of audit tasks
- ❖ Managed monthly bank reconciliations for multiple accounts, ensuring accuracy and completeness, resulting in improved financial visibility and a 10% reduction in reconciliation discrepancies
- ❖ Investigated and resolved discrepancies between bank statements and internal records promptly, ensuring financial accuracy and minimizing the impact of discrepancies on operational efficiency
- ❖ Communicated effectively with vendors, responding to inquiries, and addressing payment concerns promptly, fostering positive vendor relationships and improving overall payment process efficiency

## ACHIEVEMENTS & AWARDS

- Awarded a *Certificate of Merit* for passing all the subjects of the CMA Intermediate examination conducted by The Institute of Cost Accountants of India in one sitting held in December 2021

## CERTIFICATES

- CMA Intermediate Qualified
- Microsoft Office Intermediate Program (Word/Excel/PowerPoint)
- E-Filing training
- Cambridge University Press Soft Skills & Employability Skills Training
- SAP FI-CO power user course
- Successfully completed Microsoft Intermediate programme

## REFERENCE

Reference available on request