

MUHAMMED FAYIZ



CONTACT

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ACADEMIC CREDENTIALS

B. COM WITH CORPORATION

2019-2021

- KANNUR University

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Central Board of Secondary Education, Kerala, India

COMPUTER PROFICIENCY

Tally ERP 9

SAP

MS office

MS Excel

PROFESSIONAL SKILLS

- Accounts Receivable
- Accounts Payable
- VAT
- Payroll management
- Auditing Support
- Bank Reconciliation
- Cash flow management
- Data analysis

PASSPORT DETAILS

Passport No : B8343866

Date of Expiry: 05-12-2033

PROFILE SUMMARY

Currently looking forward to a challenging role to apply my knowledge. Proven track record of successfully managing accounts payable and receivable, reconciling financial statements, and ensuring compliance with regulatory requirements. Adept at utilizing accounting software SAP and Tally ERP systems to streamline processes and enhance accuracy. Committed to delivering accurate financial information and contributing to the financial success of organizations

KEY SKILLS

Team Work	Work Ethic	Communications	Leadership
Organization	Time Management	Interpersonal	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic

EMPLOYMENT CHRONICLE



Accountant - JAN 2023 - JAN24

ABC BUILDWARES INDIA PVT LTD, KERALA, INDIA

Billing Executive – Apr 2021 – Jan 2022

Zara Churidars Taliparamba, Kannur Kerala, INDIA

KEY RESPONSIBILITIES

- Follow up and continue A/R for cash collection.
- Manage day-to-day accounting processes, ensuring accuracy and efficiency.
- Bank Reconciliations for bank accounts.
- Matching vendors Statement (invoice & payments).
- Handle petty cash, ensure balances are tallied daily and vouchers are recorded after getting proper authorization.
- Conduct supplier reconciliation to ensure accurate financial records.
- Reports, calculating payroll, and daily data entries.
- Computing Tax cycle & Tax report submission.
- Handling Accounts Payable & Receivables.
- Reconcile general ledger and other accounts to maintain accuracy.
- Maintain fixed assets in the books of accounts.
- Monthly amortization of prepaid expenses and recognition of accruals and provisions.

LANGUAGES KNOWN

English		90 %
Malayalam		100 %
Hindi		75 %
Tamil		60 %

CERTIFICATE

Certificate program in Financial Accounting (CPFA)

INTERESTS



Songs



Travelling

REFERENCE

Available upon request

- *Assisting the Auditing Team.*
- *Handling Pro & HR works.*
- *Manage intercompany transactions and conduct reconciliations to ensure accurate financial records.*
- *Report and follow up on receivables with the sales department and top management on a weekly basis.*
- *Prepare & recomputed the sales invoice, verifying payment terms & acquire formal approval from management.*
- *Preparing all mandatory reports.*

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 21-Feb-1999
Nationality	: Indian
Marital Status	: Single
Visa status	: Visit visa
Notice Period	: Transferable
Place of Birth	: Kalba, Sharjah

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED FAYIZ