



# MUHAMMED FAVAS T

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Location : Al Rigga, Deira, Dubai, UAE

## PROFESSIONAL SUMMARY

Detail-oriented Junior Accountant with proven experience in cash handling, documentation, and customer service. Demonstrated success in managing transactions with zero discrepancies, and maintaining customer satisfaction rates. Proficient in Tally, Microsoft Office, and POS systems. Adept at processing high volumes of financial and administrative documentation while ensuring accuracy and regulatory compliance. Seeking to contribute to a forward-thinking organization in need of precision, integrity, and accounting support excellence.

## WORK EXPERIENCE

**Junior Accountant & Cashier** Dec 2023 – Jun 2024  
Indian Gas Agency, India

- Handled daily cash transactions and ensured accurate entries into the accounting system, maintaining high accuracy.
- Managed billing operations and customer invoice generation, improving transaction efficiency.
- Conducted ledger maintenance and cashbook reconciliation to support monthly closings.
- Assisted in preparing basic financial reports and summaries for internal auditing purposes.
- Communicated with customers to address billing inquiries and maintain account accuracy.

**Documentation** Dec 2022 – Dec 2023  
Indian Gas Agency, India

- Maintained and organized documentation records for over 200 monthly accounting files.
- Assisted in GST filings, data entry, and generation of tax invoices using Tally software.
- Collaborated with the accounting team during internal audits by providing well-organized records.
- Responded to client inquiries regarding documentation and account balances.
- Supported senior accountants in updating and verifying transaction ledgers and bank statements.

## EDUCATION

**Bachelor of Commerce (B.Com) |** University of Calicut 2019 – 2022  
**Higher Secondary Certificate – Commerce |** Govt. Higher Secondary School 2017 – 2019

## KEY ACHIEVEMENTS

- Accurately handled over \$500,000 in transactions within 6 months without discrepancies.
- Achieved 95% customer satisfaction through efficient service and error-free billing.
- Streamlined documentation processes, increasing department efficiency by 15%.
- Introduced organizational changes that improved workflow productivity by 20%.
- Contributed to timely audit preparation with well-maintained records and reports.

## CORE COMPETENCIES

- Cash Handling & POS System Operations
- GST Documentation & Tax Invoice Filing
- Customer Billing & Payment Collection
- Account Reconciliation & Ledger Maintenance
- Organizational Efficiency & Time Management
- Document Filing & Database Management
- Internal Audit Assistance
- Strong Communication & Attention to Detail

## TECHNICAL SKILLS

- Basic Accounting & Tax Tools
- Tally ERP 9
- Microsoft Excel & Word
- POS Systems & Cash Registers
- Google Workspace (Gmail, Sheets, Drive)

## LANGUAGES

- English | Hindi | Malayalam