



MD FAIZAN ARIF



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EDUCATION

Bachelor of Commerce:
Accounting and Finance
**Ashutosh College of
Commerce**, Kolkata West
Bengal, India, March 2016

Certificate of Higher Education:
Accounts
Desouzas school, Rourkela
Odisha, India, March 2013

Matriculation: Commerce
Desouzas school, Rourkela
Odisha, India, March 2011

LANGUAGES

English:	C2
Proficient	
Hindi:	C2
Proficient	
Urdu:	B2
Upper intermediate	

PROFESSIONAL SUMMARY

Friendly and approachable individual committed to improving and streamlining financial processes within organisations. Committed to keeping accurate financial records by monitoring accounts payable and receivable statuses. Excellent communicator, developing rapport across all levels of business to maintain clear, concise information into accounting team.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

SKILLS

- Inventory control
- Data entry
- Communication skills
- Accounting
- Time management
- Ms Excel
- Tally
- Relation Building

WORK HISTORY

February 2022 - February 2023

Real mazon India ltd - Assistant Accountant cum Data Entry Operator, Rourkela, India

- Maintained company purchase and sales ledgers.
- Created databases and spreadsheets to improve inventory management and reporting accuracy.
- Generated weekly and monthly reports for managers.

January 2021 - January 2022

Big Bazaar - Store keeper, Rourkela, India

- Led monthly stock-take and inventory-count activities, resolving discrepancies.
- Coached team to deliver top-quality customer service and uphold brand values.
- Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- Ordered stock to guarantee optimised economic value in line with financial restrictions.

April 2018 - March 2020

Abdul Wahid Chartered Accountant - Assistant accountant, Sambalpur, India

- Assisted in preparing monthly, quarterly and year-end tax returns.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Participated in monthly, quarterly and annual audits.
- Maintained company purchase and sales ledgers.
- Maintained and improved company bookkeeping processes.
- Prepared reports and projections based on financial data.

ADDITIONAL INFORMATION

Visa Status - Currently on Visit Visa till March 2024

CERTIFICATIONS

- Certified ASSISTANT ACCOUNTANT
- Certified STORE KEEPER