

M.M. MOHAMED FAIZKHAN

CASH ON DELIVERY ACCOUNTANT

PERSONAL INFO

FULL NAME
Mohamed Marzook Mohamed Faizkhan

PASSPORT : N11333622

DOB : 19.06.1993

GENDER : Male

NATIONALITY : Sri Lankan

SOFT SKILLS

MULTITASKING

ANALYTICAL

TEAMWORK

INTEGRITY

COORDINATION

ORGANIZATION

LANGUAGES

ENGLISH

ARABIC

HINDI

MALAYALAM

TAMIL

SINHALA

CONTACT INFO



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+971 544643490
+94 787543370 (WhatsApp)
+94 722439999 (WhatsApp)



Email:
Faishkhan@yahoo.com



Address:
Ajman, UAE

PROFILE

A highly organized and detail-oriented finance professional with over 10 years of comprehensive experience in accounting, document control, data entry, and administrative support. Proven expertise in managing accounts payable/receivable, financial reporting, ledger maintenance, tax compliance, and reconciliation processes. Demonstrated ability to lead teams, evaluate performance, and ensure accurate documentation in fast-paced environments. Proficient in MS Office, Tally, Oracle, ERP systems, and various accounting applications. Backed by certifications in Business Management, English, Web Designing, and IT tools, offering a solid foundation to deliver efficient and accurate financial and administrative operations.

AREAS OF EXPERTISE

- Accounts Payable & Receivable
- Bank & Account Reconciliation
- Vendor Payment Handling
- Petty Cash Handling
- Document Control & Filing Systems
- ERP & Accounting Software (Tally, Oracle)
- Supervision & Performance Evaluation
- Financial Reporting
- General Ledger Maintenance
- Cash Flow Management
- Data Entry & Record Keeping
- Journal Entries & Transaction Posting
- MS Office Proficiency
- Administrative Support

WORK EXPERIENCE

CASH ON DELIVERY ACCOUNTANT | 2019 - 2024
IMILE Saudi Arabia

DUTIES & RESPONSIBILITIES

- Ensure accurate & timely recording of accounts payable, receivable, income, & expenses.
- Maintain general ledger & process necessary journal entries for all financial transactions.
- Monitor & manage petty cash disbursements, reimbursements, & taxable calculations.
- Prepare and submit tax returns in compliance with local financial regulations.
- Perform bank and account reconciliations, ensuring accurate transactional postings.
- Support the preparation of monthly and annual financial reports, including P&L, Balance Sheet, and Cash Flow.
- Review and verify financial documents for accuracy, completeness, and compliance.
- Utilize accounting software to record transactions and maintain financial records.
- Manage balance sheets and analyse the company's financial health and liquidity.
- Conduct periodic audits and ensure data confidentiality through regular backups.
- Oversee performance targets and assist in the supervision and training of junior staff.
- Ensure adherence to internal policies, accounting standards, and statutory regulations.
- Assist in financial planning, forecasting, and budget tracking.
- Perform additional duties as assigned by the finance management team.

ACCOMPLISHMENTS

- Improved invoice processing efficiency by 30% through streamlining documentation and approval workflows.
- Reduced reconciliation discrepancies by 40% by implementing accurate tracking and audit procedures.
- Enhanced monthly financial reporting accuracy by 35%, contributing to better decision-making by management.

ASSISTANT MANAGER | 2019-2019
Costa Coffee Saudi Arabia

CHEF CASHIER & ASSISTANT STORE MANAGER | 2015 - 2019
Home Box Saudi Arabia

JUNIOR ACCOUNTANT | 2013 - 2014

EDUCATION

DIPLOMA IN BUSINESS MANAGEMENT

CERTIFICATE IN ENGLISH LANGUAGE

CERTIFICATE IN WEB DESIGNING

CERTIFICATE IN MS OFFICE

CERTIFICATE IN ORACLE

CERTIFICATE IN DESKTOP PUBLICATION

G.C.E. ADVANCED LEVEL EXAMINATION

Sri Lanka

G.C.E. ORDINARY LEVEL EXAMINATION

Sri Lanka

KEY COMPETENCIES

- Excellent sense of responsibility through enthusiasm and commitment to work.
- Driven by challenges, personal values and believes in teamwork.
- Excellent analytical and time management skills.
- Fully conversant with MS Excel and other MS office suite.
- Proficient in using Tally, Oracle, and other ERP systems for real-time financial data management, reporting, and control.
- Experienced in monitoring petty cash funds, managing reimbursements, and enforcing cost-control measures.
- Proficient in general office tasks including scheduling, correspondence, reporting, and coordination between departments for smooth operations.
- Skilled in establishing and managing file structures and workflows for easy document access and compliance.
- In-depth knowledge of local and international tax laws, handling tax calculations, filling out tax returns.
- Committed to creating a continuous improvement culture within a team and organization.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Quickly adapting to new environments, roles and ability to learn new languages, tools, or methodologies.

CORE SKILLS

- Verbal Communication: Recognized ability to communicate with a range of individuals from different cultures
- Collaborative Team Member: Ability to collaborate with team members and organize in all activities
- Leadership: Ability to "lead", influence or guide other individuals, teams, and organizations
- Reliable: Commended reliability as team member and supporter

REFERENCES

Available upon request

I do hereby certify that the above particulars given by me are true & accurate to the best of my knowledge. If I'm offered an opportunity to serve in your esteemed organization, I can assure you that I shall always perform my duties with commitment & loyalty.

Yours Faithfully,
M.M. Mohamed Faizkhan.