

# MUHAMMED FAYAZ NASEER

## ACCOUNTANT

### CURRICULUM VITAE



"I AM A GRADUATE IN MASTER OF COMMERCE AND TRAINED SAP FICO CONSULTANT.HOLDING FOUR YEAR EXPERIENCE IN ACCOUNTS. I AM LOOKING FOR AN EXCELLENT CAREER IN ANY SECTOR WHERE I CAN WORK IN A DYNAMIC AND STABLE CONDITION WHICH PROVIDES ME THE OPPORTUNITY TO IMPROVE MY SKILLS AND KNOWLEDGE ALONG WITH ORGANISATIONAL GROWTH AND OBJECTIVES..."

## SKILLS

- ❖ SAP ERP
- ❖ TALLY
- ❖ ORACLE I-SUPPLIER
- ❖ RTA CENTRALISED INSPECTION SITE
- ❖ RTA E-WALLET
- ❖ ZOHO BOOKS
- ❖ MICROSOFT EXCEL
- ❖ MS OFFICE
- ❖ OUTLOOK

## FEATURED SKILLS

- ❖ Hard Working
- ❖ Loyal Towards Work
- ❖ Leadership Quality
- ❖ Self-Motivated
- ❖ Team Player
- ❖ Program Management
- ❖ Typing Skill & Accuracy
- ❖ Quick Learning Ability
- ❖ Data Analysis
- ❖ Time Management
- ❖ Financial Reporting & Analysing
- ❖ Accounts Payable
- ❖ Accounts Receivable
- ❖ Forecasting Budget
- ❖ Critical Thinking Skill
- ❖ Cash Handling Skill
- ❖ Written & Verbal Skills
- ❖ Cross Functional Collaboration

## CAREER EXPERIENCE

- ✓ **Currently Working as Accountant at BIN YABER DRIVING INSTITUTE and TAJDEED VEHICLE TESTING CENTER, DUBAI JUNE 2022 - PRESENT**

### RESPONSIBILITIES

- ❖ Invoice Preparation and Posting in to Books of Accounts.
- ❖ Preparation of Tax Invoice and Receipt Vouchers.
- ❖ Reconciliation of Accounts Payable and Receivables.
- ❖ Reconciliation Bank Statement.
- ❖ Knowledge about UAE Tax Filling.
- ❖ Daily Preparation of Collection sheets and Reporting to Accounts Manager and Operation Manager.
- ❖ Daily Reconciliation of Cash Counters.
- ❖ Preparation of Credit Summaries and Customer Statement of Accounts.
- ❖ Follow Up Customer Payment.
- ❖ Preparation of Daily Sales Report from Workshop.
- ❖ Maintain Cafeteria Daily Sales and Purchase Report.
- ❖ Maintain Petty Cash.
- ❖ Knowledge in Inter-Company Transaction.
- ❖ Knowledge In SAP Integration and Oracle I-Supplier.
- ❖ Working Knowledge in RTA Financial area of Centralized Inspection Site.
- ❖ Knowledge in Exporting Report from RTA Site.
- ❖ Knowledge in Reconciliation of RTA E-Wallet.
- ❖ Preparation of RTA Tax Invoice.
- ❖ Preparation of Financial Reports
- ❖ Preparation and reporting of Profit and Loss Account and Sales Report to Accounts Manager.
- ❖ Working proficiency in Excel.
- ❖ Checking Pos card machine daily.
- ❖ Analytical and problem-solving skills.
- ❖ Managing and monitoring intercompany transaction and payments.
- ❖ DM payment reconciliation and preparing payment reports.
- ❖ Collaborate with other departments to gather and verify financial information for accounting purposes
- ❖ Resolve payment discrepancies and disputes, maintaining a professional and customer-centric approach
- ❖ Prepare and maintain accurate and up to date SOA.

## PERSONAL DETAILS

- ❖ Date Of Birth: **26-06-1998**
- ❖ Sex: **Male**
- ❖ Nationality: **Indian**
- ❖ Region & caste: Islam, Muslim
- ❖ Marital Status: Single
- ❖ PASSPORT: **U5096518**
- ❖ Visa status: Employment
- ❖ **UAE VALID DRIVING LICENCE**
- ❖ License No: **4502894**
- ❖ Valid Up to: **08/06/2025**

## CONTACT INFO

- ❖ Dubai, United Arab Emirates
- ❖ Mobile: 0503759606
- ❖ [Muhammedfayas375@gmail.com](mailto:Muhammedfayas375@gmail.com)
- ❖ LinkedIn: <http://www.linkedin.com/in>

## LANGUAGE

- ❖ ENGLISH
- ❖ HINDI
- ❖ MALAYALAM
- ❖ TAMIL

## DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge.

Date: 19 December 2023

Place: Dubai, UAE

**Muhammed Fayaz Naseer**

- ✓ **Worked as Account Assistant at AL ALFIYA TRANSPORT LLC DUBAI  
OCTOBER-2021 -MARCH 2022**

### RESPONSIBILITIES

- ❖ Invoice Preparation and Posting in ZOHO Books.
- ❖ Accounts Payable and Receivable.
- ❖ Preparation of Bank Reconciliation
- ❖ Maintain WPS Monthly
- ❖ Maintain Petty Cash
- ❖ Preparing Financial Reports Periodically (Profit and Loss, Balance Sheet)

- ✓ **Worked as INVOICE VALIDATOR of LULU GROUP INTERNATIONAL  
at MANTLE SOLUTION PVT LTD, KOCHI FEBRUARY 2021 -  
SEPTEMBER 2021**

### RESPONSIBILITIES

- ❖ Vendor Invoice Management
- ❖ Clearing GR / IR Invoice
- ❖ Working In MIGO and MIRO
- ❖ Supporting Stores at UAE.

- ✓ **WORKED as SAP FICO CONSULTANT at ARCHON SOLUTION PVT LTD  
KOCHI JUNE 2019 – DECEMBER 2020**

### RESPONSIBILITIES

- ❖ Assisted In One End to End Implementation of a Project.
- ❖ Analysed the Business Requirement and Prepared Blue Print.
- ❖ Completed Realization as Business Blue Print.
- ❖ Configured Global Settings and Enterprise Settings.
- ❖ Worked on SAP G/L, A/R, A/P and Asset Accounting.
- ❖ Functional Testing and Integration Testing.
- ❖ Migrated Master Data to Production Server using LSMW.
- ❖ Provided Support to other Functional and Technical Consultant on FICO Integration.

## ACADEMIC QUALIFICATION

### **IGNOU University, Delhi (2021-2023)**

- ❖ Post Graduate Degree in **Master of Commerce**
- ❖ Post Graduate Diploma in **International Business Operations**

### **Archon Solutions, Kochi (2019)**

- ❖ Certificate of **SAP FICO Consultant**

### **Iqbal College, Kerala University Tvm (2016-2019)**

- ❖ Graduate Degree in **Bachelor of Commerce**