

MOHAMMED FASIL

Accountant | Head Cashier | Administrator

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Address: Dubai, UAE

PROFESSIONAL SUMMARY

Enthusiastic and professional Accountant with 6 years of experience. seeking to obtain a career in Accounts ,Finance field and utilize my professional experience and skills to become a great asset to a fast paced growing company or corporation.

PROFESSIONAL EXPERIENCE

Accountant

Jarir Company

Saudi Arabia

04/2018 - 04/2022

- All transactions were recorded, bank accounts and other ledgers were periodically reconciled, the financial statement was finalized in accordance with accounting standards, and the statutory audit of the company's two financial years was successfully completed
- Supported executive management for formulating and implementing policies and procedures for building effective internal control mechanism in Projects management, Purchase process, Petty cash system, Receipts and Payments, Revenue recognition, Internal audit, Fixed assets control, Office Administration etc
- Analyzed revenue and expense patterns, recommended and implemented consistent revenue generation models including summer school courses, MOOC programs, certificate programs, and income grew by 25 to 30 percent compared to the prior period
- Efficiently managed statutory and regulatory aspects of GST, VAT, TDS, TCS, PF etc., including computation, verification and filing of returns to authorities without mistakes, delays or fines
- Reconciled online and card receipts from consumers in the bank, managed post-dated cheques, printed cheques, initiated payments in the PFMS (Public Fund Management System) portal And other receipt and payment operations.



EDUCATION

B.Com (Accountancy and Finance)

University of Calicut

04/2015

TECHNICAL SKILLS

General Ledger | AR | AP
| Oracle | AS400 | Tally | Cash Flow | VAT | Excel
Compliances | Word | Analysis
Payroll | Petty Cash |
Invoicing | negotiation | Bank Reconciliation | Balance sheet | Bookkeeping

LANGUAGES

English

Proficient (4/5)

Arabic

Proficient (4/5)

Hindi

Advanced (3/5)

Malayalam

Native (5/5)

Head Cashier

Jarir Company

Saudi Arabia

04/2016 – 04/2018

- Provide a positive customer experience with fair, friendly and courteous services
- Counting cash and checking the end of the day report. Daily collection deposit to the bank.
- Maintain daily up dation for ledgering, handle petty cash and reimburse the bill, also deals with corporate and credit clients and customers.
- Ensuring all accounting related documents are updated and verified.
- Maintain checkout operations by following policies and procedures and reporting needed changes
- Itemizes and totals purchases by recording prices, departments, taxable and non-taxable items.
- Organizing workflow and ensuring that cashiers understand their duties and delegated tasks.
- Comply with financial policies and regulations.

Administrative Assistant

Nilambur Cooperative Bank

India

04/2015 – 03/2016

- Managed the day-to-day operations of the office, ensuring a clean, organized, and efficient workspace. This included tasks such as maintaining office supplies, coordinating maintenance, and optimizing office layout for productivity.
- Created and meticulously maintained both physical and digital filing systems, making it easy to retrieve important documents. I also organized and classified records for easy access, ensuring the confidentiality of sensitive information.
- Demonstrated accuracy and attention to detail in entering data into databases and spreadsheets. This helped maintain precise and up-to-date records, and I generated regular reports and summaries, which proved invaluable for management's decision-making.
- Managed email and phone communications efficiently, including promptly responding to inquiries, and adeptly routing messages to the appropriate team members. I also drafted professional emails, letters, and memos, maintaining a high standard of written communication.

COMPETENCIES

EXPERTISE

- Account Receivable & Account Payable
- Analysis of financial data and MIS reporting
- Analysis and Preparation of Financial Statements
- IFRS, GAAP and best practices
- Federal Tax Laws, Compliances and Audit
- Payroll and Petty cash

QUALITIES

- Attention to Detail & Analytical skills
- Time management and being organized
- interpersonal abilities and attentive listening
- Work under pressure
- Quick learner
- Hard worker
- Flexible

Mohammed Fasil