



# MUHAMMED FAYIS MV

## ACCOUNTANT

Dedicated and detail-oriented Junior Accountant with six months of hands-on experience in financial record-keeping, bookkeeping, and accounts management. Adept at processing financial transactions, supporting payroll functions, and ensuring compliance with accounting standards. Proficient in using accounting software to maintain organized financial records. Strong collaborator with a commitment to accuracy and a desire for professional growth. Seeking a role in an organization where I can leverage my skills and knowledge.

### PERSONAL DETAILS

Mobile No : +971-0529783323  
Email ID : mvfayis610@gmail.com  
Address : Manakkath Valakkuda (H)  
University PO Chelembra  
673635  
Nationality : Indian  
D.O.B : 26/04/1999  
Marital Status : Single  
Passport No : X6128185

### ACADEMIC CREDENTIALS

2020 **BA**  
Calicut University  
2017 **Higher Secondary**  
Higher Secondary Board Kerala  
2015 **SSLC**  
Public Exam Board

### COMPUTER PROFICIENCY

- MS Office
- MS Excel
- MS Word
- Tally

### LANGUAGES KNOWN

- English
- Malayalam
- Hindi

### CERTIFICATIONS

- Certified Financial Technician
- Microsoft Office Specialist
- International Association of Accounting Professionals
- TEACHOO Certificate
- Tally Prime

### HOBBIES

- Music
- Football
- Travelling

### KEY SKILLS

- Payroll processing
- Team management
- Documentation
- Sales Processing
- VAT Returns
- Staff Coordination
- Time Management
- Problem solving

### EXPERIENCES

❖ **ACCOUNTANT** **2year**  
**WE STORE EXCLUSIVE, ROYAL EXPORT AND IMPORTS**

#### KEY RESPONSIBILITIES

- Maintain accurate and up-to-date financial records, including income, expenses, and other financial transactions.
- Record and categorize financial transactions in the company's accounting system, ensuring accuracy and compliance with accounting standards.
- Assist in managing accounts payable by processing invoices, verifying expenses, and ensuring timely payments to suppliers and vendors.
- Help manage accounts receivable by generating and sending invoices to clients, tracking payments, and following up on overdue accounts.
- Reconcile bank statements and company accounts to ensure all financial transactions are properly documented and accounted for.
- Process employee expense reports, verify receipts, and ensure compliance with company expense policies.
- Assist in preparing financial reports, such as income statements and balance sheets, to provide insights into the company's financial health.
- Provide support in processing employee payroll, ensuring accurate calculations and compliance with tax regulations.
- Enter financial data accurately into accounting software and maintain organized and easily accessible records.
- Assist in ensuring that financial transactions adhere to relevant accounting standards, regulations, and company policies.

### DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

**MUHAMMED FAYIS MV**