 FAZIL

FAZIL.163784@2FREEMAIL.COM



Career Objective

Build a career with a global business, or professional associations that is seeking individual who can analyze, organize, and manage challenging projects that promote growth through individual and product achievement.



Professional Experience

Designation : PRO

Or ganization : **AL YASMIN BUSINESSMEN SERVICES**

Duration : From Feb-2015 to Till Date

**Job profile**

* Business Setup, Economic, Labor and Immigration work

Designation : Assistant Accountant

Or ganization : **INSTITUTE OF ACCOUNTS, AUDIT & MANAGEMENT**

Duration : From Jan 2014 to Dec 2014

**Job profile**

* Maintaining proper accounts of the company
* Maintaining payroll system
* Accur ate Accounting Receipts.
* Managing Accounts Receivables & Cr edit Contr ol.
* Reconciliation of Accounts.

· Interaction with Financial Institutions & Monit or Banking Oper ations

* Vouching & Ver ification of accounts.

·

**AMANA Hyper Marke t Ke rala**

**·** *Position:* **Sales Representative -** **2012 April to 2013 Dec**

*Area****: Edappal- Kerala***

Job Responsibilities & Descr ipt ion:

· Having a Sound knowledge in Display Plano gr ams.

· Maintain the sales and target on ever y month.

· Making differ ent pr omotion plans to make sales gr owth.

· Manage the Displays with attr active facing,

* Ensure accurate implementation of visibility contracts.
* Ensure meeting the agreed shelf shares as per the visibility contracts.
* Ensure stock rotation when refilling on/ off shelves to minimize expiry issues.

Educational Qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXAM/** | **YEAR** | **NAMEOF INSTITUTE** | **UNIVERSITY/** | **PERCENTAGE** |  |
| **DEGREE** |  |  | **BOARD** |  |  |
|  |  |  |  |  |  |
| **B.Com.** | 2012 | SCHOLAR COLLEGE, | Calicut University | **60 %** |  |
|  |  | PONANI |  |  |  |
|  |  |  |  |  |  |
| **12 th Board** | 2009 | D.H.O.H.S.S | Board of higher | **58 %** |  |
|  |  | POOKARATHARA, | secondary |  |  |
|  |  | EDAPAL |  |  |
|  |  | education, kerala. |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
| **10 th Board** | 2006 | D.H.O.H.S.S | Ker ala state public | **55 %** |  |
|  |  | POOKARATHARA, | examination board |  |  |
|  |  | EDAPAL |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |



Computer Skills

|  |  |
| --- | --- |
| Tools | MS Office |

Languages

TALLY.ERP 9 , PEACHTREE



Personal I nformation

|  |  |  |
| --- | --- | --- |
| Gender | : | Male |
| Nationality | : | Indian |
| Religion | : | Islam |
| Marital Status | : | Single |
| Visa Status | : | Visit Visa |
| Languages Known | : | English , Hindi&Malayala m. |
| **DECLARATION** |  |  |

I do here by confirm that the Information given above is true to the best of my knowledge and belief.