FAYAZ



[FAYAZ.337197@2freemail.com](mailto:FAYAZ.337197@2freemail.com)

**Objectives**

* To apply my knowledge, technical, managerial and communicative skills to meet the real world challenges.
* To work in a dynamic and high growth environment where I will be able to give my best input and prove myself to be a valuable asset to the organization

**Work Experience**

**Capgemini Management consulting company**

**Process Associate**

11.02.2015 – 1-02-2017

Capgemini is a French multinational management consulting corporation headquartered in Paris, France. It is one of the world’s largest consulting, technology and outsourcing companies with 180,000 employees in over 40 countries

* Perform Balance Reconciliation and Transaction processing to the Ledgers etc.
* Perform cash clearing activity on daily basis
* Perform G/L correction entries
* Perform suspense accounts entries and report
* Understands the accounting entries generated during the process
* Understands the significance and impact of journals posted
* Handling/Responding to client across various geographies
* Performing month end task as per the schedule

**Achievements**

* Achieved Best Team Player Award
* Achieved Best Team award for recognition of exemplary performance, attainment of business goals and exceptional commitments towards team work
* Achieved Email award for extended support for other team

**Biju Associates**

**Accounts Assistant**

From 02-16-2015 to 11-16-2015

* Maintenance of various accounting register for purchase and sales.
* Assisted in the preparation of financial statements
* Assist with reviewing of expenses, payroll records etc. as assigned
* Preparation and Maintenance of Books of Accounts of various entities.
* Analysis & vouching of major expenses.
* Preparation of debtors, creditors and tax statements
* Perform Balance Reconciliation and Transaction processing to the Ledger

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/ Certificate** | **Institute/ University** | **Percentage** | **Year of Passing** |
| M.Com (Business Finance) | Pondicherry University | 69% | 2013-15 |
| B.Com (Computer application) | College of Applied Science, Calicut University | 70% | 2010-13 |

**Training Courses**

|  |  |
| --- | --- |
| Certified Professional Accountant (CPA), Recognized by IAF | First class |
| Tally 9, (4.92 Version) | A Grade |

**Projects**

|  |  |
| --- | --- |
| Title | Analysis of net profit and cash from operating activity |
| Duration | 2 months (May-June, 2014) |
| Organization | Standard Tile and Clay Works Pvt. Ltd Calicut |

**Technical Skills**

|  |  |
| --- | --- |
| Applications/Software | Well versed with SAP, Tally. ERP 9(4.92 Version), Microsoft Office (Advanced MS-Excel, Word etc.), Microsoft Office Outlook 2010. |

**Personal Details**

Date of Birth : 15-11-1992

Gender : Male

Marital Status : Single

**Declaration**

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.