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**Fayiq**

**Fayiq.337326@2freemail.com**

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**CAREER OBJECTIVE:**

Excellent accounting skills, with experience in Oracle dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

**Core Competencies:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

**PROFESSIONAL SUMMARY:**

### Having over 5 years of Experience in the field of Accounts, Finance, Auditing and Logistics, in which 1 ½ years of experience in India.

**Accounts Experience:**

**Government of Dubai**
**Dubai, UAE**

**Accountant: October 2011 to till date**

* Preparing Monthly Payroll Documents (Calculating Commission, Additional payment & deductions).
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Expertise in ORACLE for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules
* Maintain strict control over payables and to take timely action to ensure timely settlement and to avail the prompt payment discount, if applicable.
* Co-ordinate with the Vendor for the pick-up / delivery of the payment and to provide details for correct matching in their books.
* To account the invoice under correct account with correct cost & operating canter information, after verifying necessary approvals & documents (LPO / Delivery order etc.), in a timely manner with meaningful narrations.
* To capitalize, retire and transfer fixed assets into the Oracle and verify depreciation calculation & to maintain the fixed assets schedule.
* Prepared financial analytical reports as needed by the Controller using Excel (Pivot tables, Vlookup, Charts, etc.)
* Created financial reports and supported all areas of responsibility within finance team.
* Settle Utility Expenses on time to avoid disruption / disconnection of services.
* Streamlined accounting processes to reduce work paper and document requirements.
* Managed and ensured accuracy of revenue, receivable and expense accrual accounts.
* Functionally operating Fleet department on daily basis work.
* Reconciliation of sales report with major Suppliers.
* Organized the Abandoned Property to ensure filing in a timely manner.
* Influence Management decisions to ensure cost control.
* Ensured compliance with accounting deadlines.
* Monitored and recorded company expenses.

**Logistics Experience:**

* Corresponding with Suppliers and/or Banks
* Liaison with Freight Forwarders, Shipping Companies, Ports and Other Local Authorities.
* Familiar in Customs Clearance
* Procedure and Processing of Documents for Imports

**Audit Experience:**

* Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock
* Assisted in the preparation of account schedules as required by external & internal auditors.

**Educational Credentials:**

* **Bachelor of Business Management-** St Aloysius College , Mangalore University, Mangalore 2011

**ADDITIONAL SKILLS:**

* Efficient Team player & Team building skills.
* Time Management.
* Highly energetic and self-motivated resource.
* Creative problem-solver and achiever with convincing skills.
* Excellent communication & leadership skills.
* Proficient in Ms-Office(Word, Excel / Spreadsheet, Outlook & Power point) & Oracle Financial(ERP)

**Personal details:**

Date of birth: 08th March 1990

Nationality: Indian

Valid UAE Driving License