Faizul

[Faizul.338266@2freemail.com](mailto:Faizul.338266@2freemail.com)

Objective

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

Key Competencies

* Finance and Accounts
* Consolidation
* Finalization of Accounts
* Analysis of Financial Statements
* Cash Flow Management
* Intercompany Accounts
* Bank Reconciliations
* Fixed Assets & Inventory
* Accounts Payable & Receivables
* General Ledger Accounting
* Payroll Management
* Banking & Funds Management
* Vendor Negotiations & Management
* Inventory Management

Professional Experience

### Eta- cars (ascon& star group of companies) – UAE Aug 2012 to dec 2015

### Accountant

CARS (computerised auto repairs & services ) is a fully owned subsidiary of ETA ASCON STAR group of companies which is one of the most revered and respected business houses in the uae. I am managing Accounts Payable, Receivable and General Ledger divisions and responsible for below mentioned duties:

* Checking and Posting of Cash, Bank, Payable and General Ledger vouchers on daily basis.
* Ensuring completeness of transaction along with supporting documents.
* Allocation of funds for payments from Cash in hand, Bank accounts and Bank facilities.
* Posting checks, tracking general ledger accounts and posting general journal entries.
* Making payments for utilities and to creditors.
* Strong follow up with the banks, in order for them to process the outward remittances within the day of submission.
* Reporting on Accounts Payable& Accounts Receivable Aging analysis on monthly basis.
* Checking the reconciliations of all the Vendors and Intercompany Ledgers on Monthly Basis and getting confirmations of the same after making appropriate adjustments.
* Preparing intercompany billings for regional offices and reconcile to other company offices around the globe.
* Preparing vendors, customers, employee incentives and general ledger (trial balance) reports for top management.
* Preparing bank reconciliations and analyze general ledger accounts.
* Responsible to make sure that all expenses, adjustments, prepaid, accrued expenses are recorded on monthly basis.
* Responsible for the timely and accurate preparation and distribution of monthly, quarterly & annual internal financial statements and reports to management.
* Ran and converted trial balance reports and aging summary reports from sap into excel spreadsheets to reconcile the balance sheet for month-end-close.
* Maintaining and updating the record of staff receivables and loans along with assets given to them.
* Checking and matching the balances of control accounts with aging balances for payables & receivables on monthly basis.
* Reviewing of all the direct and indirect expenses.
* Highlighting and monitoring the follow up made for the unpaid invoices.
* Ensuring propriety of the records of transactions by checking and controlling subordinates daily records.
* Involve in making reports with IT officials to minimize the clerical work.

### Costra Advertising Limited – UAE April 2011 to May 2012

### Accountant

CostraAdvertising LLC is located in dubai.company is working in advertising,graphicdesign,gifts business activities.

I have joined the company as a Cashier and after 6 month promoted as anAccountant and performed below mentioned duties:

* Summarizing & Recording of Receipts / Payments vouchers on daily basis.
* Recording & Maintaining of petty expenses.
* Handling the issues of bank reconciliation statement and trial balance on monthly basis.
* Reconciliation of Cash in hand account on daily basis.
* Monitored daily cash activities to prevent shortages or overages on monthly basis.
* Responsible for making payments to vendors and utility expenses.
* Maintaining / updating the record of vendors and customers and made appropriate correspondence with them.
* Coordination with bank officials towards bank accounts.
* Providing support to the accounts staff in handling month end close processes.
* Preparation of Weekly / Fortnightly / Monthly statements

Professional Qualification& Education

**Bachelor of Business Administration** passed in 2007 from **Bharathidasan University** at Tanjure in Tamilnadu.

**Post Graduate Diploma in Business Management**  passed in 2009 from **Bangalore School of Business,** at Bangalore in Karnataka.

**Master OfBusiness Administration – CONT’D**

IT & Computer Skills

* Expert Level knowledge in using SAP (FICO), TALLY ERP 9 , PEACH TREE & ORBIT.
* Excellent in general computer usage & proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook).
* Sufficient knowledge & practical experience of computer orientated work atmosphere.

Personal Vitae

Gender : Male

Languages Known : English, Tamil & Malayalam

Date of Birth : 10 May 1986

Marital Status : Married

Nationality : india

Declaration

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief