# C:\Users\fahad.v\Music\Desktop\bc305e51-dc9f-417a-9dd8-becb18a422b2.jpg

# Fayis

C/o-Mob: +971504973598

E-mail: fayis.343897@2freemail.com

Objective

To build a career in a progressive organization that will provide me an exciting opportunity to learn more and utilize my strong analytic and interpersonal skills and experience. To be efficient and effective in whatever endeavors I undertake and prove myself worth. Diligence and honesty is what I aim to practice.

Profile

Accounts Professional with 4 years of proven work experience in Accounts Finalization, General Ledger Accounting, Reconciliation, Trial Balance, Balance Sheet and managing computerized accounting transactions, Strong Inter personal skills, Able to work initiatives and as part of team, and able to do multitask effectively, veracity to learns new task quickly.

Experience

**KOVVALGroup L.L.C Feb 2015 – Present**

**Company Profile:**

Kovval Group L.L.C is a UAE based Company in retail, Contracting and Tourist& Travels,Kovval Group havingRetail and Tourist & travel companies all over in UAE.

**Job Title : Accountant**

**Responsibilities:**

* Checking & Booking of sales & purchase Invoices
* Processing of supplier payments asper payment terms
* Handling petty cash payments
* Monthly Preparation of age receivable & payable reports
* Making Suppliers account reconciliation with our books of account,
* Preparation of monthly schedule for Accruals ,provisions & prepayment passing entries in Tally
* Closing book of account on Monthly basis & Preparation of monthly Financial Reports.
* Reconciliations different bank Accounts
* Preparing & providing various financial schedules for Auditors.

**Inter Dec Sales Corporation - IndiaFeb 2012 – Jan 2015**

**Company Profile:**

Inter Dec Sales Corporation is a largest Indian based Company in retail & wholesale sales for tiles & sanitary items. Inter Dec Sales Corporation is theleading distributors ofluxury branded tiles & bath fittings throughout the country.

**Job Title : Accountant**

**Responsibilities:**

* Checking & Booking of sales & purchase Invoices
* Processing of supplier payments asper payment terms
* Handling petty cash payments
* Monthly Preparation of age receivable &payable reports
* Making Suppliers account reconciliation with our books of account,
* Closing book of account on Monthly basis & Preparation of monthly Financial Reports.
* Reconciliations different bank Accounts

Educational Qualifications

|  |
| --- |
|  |
| * ***GRADUATE:B Com – Accounting / Management***
 |
| * ***Higher Secondary School Certificate*: Plus Two Commerce**
 |

Technical Qualifications

* Well Knowledge inComputerized Accounting.
* Customize Accounting Software-Tally ERP, Peachtree.
* Operating system windows7, 2000 & XP.
* Office 2007, Office XP.
* Diploma in Computer Application.

|  |
| --- |
| PERSONAL SKILLS & INTERESTS |

* Ability to work under pressure and meet deadlines & finish the work with the time frame.
* Able to manage multi task effectively.
* Communicate with different people and making new friends.
* Social Charity work, Reading books.

Languages Known

* English
* Hindi
* Malayalam

Personal Details

* Nationality : Indian
* Date of Birth : 31-12-1990
* Marital Status : Single
* Visa status : Resident Visa (Transferable)
* Date of Expiry : 14-09-2020
* Religion : Muslim

DECLARATION

It is hereby declared that the above information is true and correct to the Best of My Knowledge and Belief.