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| **CURRICULUM VITAE OF** | | | | |  |  |  |  |  |  |
| **FAISAL**  [**FAISAL.359528@2freemail.com**](mailto:FAISAL.359528@2freemail.com) | | |  | |  |  |  |  |  |  |
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| **Personal Profile:** | |  |  | |  |  |  |  |  |  |
| An organized, enthusiastic, hardworking and reliable person. Well balanced and broad minded - always improving and learning things with a positive approach. Good practical knowledge of the profession and ability to work independently. | | | | | | | | | | |
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| **Objective:** | |  |  | |  |  |  |  |  |  |
| It is my desire to have a long lasting and fruitful relationship with a professionally managed firm which will widen my horizon as a professional, enrich my learning experience and provide me with an environment which will tap my talents and ability to their full potential in order to have a bright future and outstanding career. | | | | | | | | | | |
| To work as Accountant / Casher / Store Keeper in a challenging and creative environment. | | | | | | | | | | |
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| **Educational Qualifications:** | | |  | |  |  |  |  |  |  |
| · Passed SSLC (Secondary School Leaving Certificate) from the Board of Public Examinations Kerala – India | | | | | | | | | | |
| · Passed Higher Secondary Course from Higher Secondary Educational Board – Kerala – India | | | | | | | | | | |
| · Bachelor Of Commerce (B.Com) from MS University, Tamil Nadu – India | | | | | | | | | | |
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| **Technical Qualifications:** | | |  | |  |  |  |  |  |  |
| · Efficient in Computer Operations (MS-Word, MS-Excel, Power Point) | | | | | | | | | | |
| · Accounting Software (Tally, Dac Easy & Peachtree | | | | | | | | | | |
| · Excellent Hand on Internet, ability to collect data from the Internet. | | | | | | | | | | |
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| **Work Experiences:** | | |  | |  |  |  |  |  |  |
| **Arabian System Construction Company** | | | | | | | | | | |
| **Section:** | **Accounts Department** | | | | | | | | | |
| **Designation:** | **Accountant** | | | | | | | | | |
| **Duration:** | **2 year 6 month** | | | | | | | | | |
| **Job Profile** | · Research financial information for audit purposes and financial reporting. | | | | | | | | | |
| · Analyze financial records and reports and make adjustments as needed | | | | | | | | | |
| · Assist auditors in analysis work. | | | | | | | | |  |
| · Compiles and analyzes financial information to prepare entries to book of accounts, such as general ledger accounts, documenting business transactions | | | | | | | | | |
| · Analyze daily banking transactions and journal entries | | | | | | | | | |
| · Prepare monthly sales reports into excel spread sheet for analysis | | | | | | | | | |
| • Verify and reconcile contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement | | | | | | | | | |
| · Monitor compliance with generally accepted accounting principles and company procedures. | | | | | | | | | |
| · Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary. | | | | | | | | | |
| · Responsible for upkeep of various appropriate records of materials received. | | | | | | | | | |
| · Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion. | | | | | | | | | |
| · Issued supplies as per the demand of the clients and maintained records of payments | | | | | | | | | |
| · Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly. | | | | | | | | | |
| · Monitored the functioning of store equipment and reported problems and failures to the supervisor. | | | | | | | | | |
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| **Technip Dubai ( PROJECT HALOBUTYL PROJECT – KEMYA)** | | | | | | | | | | |
| **Section:** | **Accounts Department** | | | | | | | | | |
| **Designation:** | **Accountant &Storekeeper** | | | | | | | | | |
| **Duration:** | **6 Month** | | | | | | | | | |
| **Job Profile** | · Research financial information for audit purposes and financial reporting. | | | | | | | | | |
| · Analyze financial records and reports and make adjustments as needed | | | | | | | | | |
| · Assist auditors in analysis work. | | | | | | | | |  |
| · Compiles and analyzes financial information to prepare entries to book of accounts, such as general ledger accounts, documenting business transactions | | | | | | | | | |
| · Analyze daily banking transactions and journal entries | | | | | | | | | |
| · Prepare monthly sales reports into excel spread sheet for analysis | | | | | | | | | |
| • Verify and reconcile contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement | | | | | | | | | |
| · Monitor compliance with generally accepted accounting principles and company procedures. | | | | | | | | | |
| · Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary. | | | | | | | | | |
| · Responsible for upkeep of various appropriate records of materials received. | | | | | | | | | |
| · Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion. | | | | | | | | | |
| · Issued supplies as per the demand of the clients and maintained records of payments | | | | | | | | | |
| · Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly. | | | | | | | | | |
| · Monitored the functioning of store equipment and reported problems and failures to the supervisor. | | | | | | | | | |
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| **Ashique Enterprises FMCG Company(Thai Group) Kerala - India** | | | | | | | | | | |
| **Section:** | **Accounts Department** | | | | | | | | | |
| **Designation:** | **Accountant And Branch in charge** | | | | | | | | | |
| **Duration:** | **2 Year 2 Month** | | | | | | | | | |
| **Job Profile:** | · Keeping daybook & ledger accounts | | | | | | | | | |
| · Preparation of the Payroll of the staff | | | | |  |  |  |  |  |
| · Maintain the complete Operational and General Ledger System | | | | | | | | |  |
| · Preparing and submitting monthly reports | | | | | |  |  |  |  |
| · Correspondence dealing with Text book / publishing companies | | | | | | | |  |  |
| · Prepare the Admission documents and filing of the same | | | | | | |  |  |  |
| · Creating a friendly environment in the branch that keeps both customers and employees happy | | | | | | | | | |
| · Overseeing the sales and operations on a daily, monthly and weekly basis | | | | | | | | |  |
| · Responsible for business development with both new and old clients | | | | | | | | |  |
| · Appointing & Training of employees | | | | |  |  |  |  |  |
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| **PERSONAL ABILITIES** | |  |  | |  |  |  |  |  |  |
| ·  Possesses very good Administration, Secretarial, Accounting, Store keeping and Planning skills, and leadership qualities, initiative and creative thinking. | | | | | | | | | | |
| · Was elected as Coordinator of a Youth Social Service Movement. While being in the post, organized many creative activities for the intellectual, social and cultural growth and development of Indian Youth | | | | | | | | | | |
| · Proficient in using personal computers for correspondence, reports and presentations | | | | | | | | | | |
| · Specialized Skills in Windows, Microsoft Word, Excel, Outlook, the Internet and various software programs. | | | | | | | | | | |
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| **Personal Information:** | |  |  |  | |  |  |  |  |  |
| Date of Birth | 2/7/1986 | | |  | |  |  |  |  |  |
| Marital Status | Married | | |  | |  |  |  |  |  |
| Languages Known | English, Hindi, Malayalam |  |  |  | |  |  |  |  |  |
| Nationality | Indian | | |  | |  |  |  |  |  |
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