

**FAIZAN**

**Dubai, United Arab Emirates**

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##### OBJECTIVES

Seeking to work with an organization that explores new ideas for growth and to be a part of that growth by contributing my knowledge and experience.

##### EDUCATION

# MBA in Finance from Panjab Technical University, Jalandhar, India (2015)

# B. Com (Bachelor of Commerce) from CCS University, Meerut, India (2012)

# Diploma in Basic of computer from DES Academy, Saharanpur, India

# Xero Accounting Software

# Tally ERP9 Accounting Package

Quickbooks Accounting Software

# Microsoft Word, Excel & Power Point

##### CORE COMPETENCIES

Creating an environment that sustains and encourages high performance; motivating teams in optimizing their contribution levels through employee incentive programs and contests.

Putting effort to identify, investigate and negotiate conflicts among team.

##### SYNOPSIS

* Compiled and analyzed financial information to prepare monthly reports and annual financial statements in compliance with accepted policies and procedures
* Ensured accurate, timely accounting and thorough understanding of all financial information accounts payable– monthly, quarterly and year-end closings, including bank compliance and taxation issues
* Performed general financial analysis, prepared revenue forecasts and evaluated any possible financial risks.
* Prepare MIS Reports in all areas of Operations, Projects, Payables and Receivables
* Coordinate, answering & satisfying queries raised by Auditor
* Monitored accuracy and timely processing of payment transactions
* Hands-on experience with accounting software packages, like Tally, Xero and QuickBooks
* Efficiency in MS Excel Spreadsheets, MS Word & Accounting Software
* Prepared financial management reports based on accounting control procedures
* Collaborated with other firms’ managers to meet overall company goals regarding utilizing budgets and forecasting procedures.

**WORK HISTORY**

**MENA 360 DWC-LLC (Fetchr)**

Dubai World Central, Dubai, UAE December 2015 – Till Date

**Assistant Accountant**

* Paying accounts payables to the vendors and receiving accounts payables from customer
* Processing bills for vendors and raising invoices to the customers
* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

**The Institute of Computer Accounts PVT LTD**

Deoband, UP, India May 2015 – November 2015

**Assistant Accountant**

* Recording the entry into various subsidiary books such as Cash Journal, Purchase Journal & Sales Journal
* Posting the entry from Journal to their respective Accounts in the Ledger Accounts
* Reconcile of Debtors (Accounts Receivable) and Creditors (Accounts Payable) in Tally
* Handled Payment to Creditors and Receipts from Debtors
* Assist with Accounts Receivable and Accounts Payable Entries
* Prepared Cash Vouchers, Payment Vouchers, Bank Voucher & Journal Voucher
* Maintained and Checked Monthly Bank Reconciliations & Cash Reconciliations
* Assist with Audits- Reconcile each and every Ledger, Passing the entries to rectify the errors if any

## PERSONAL DETAILS

# Date of Birth August 16, 1992

## Marital Status Unmarried

Languages Known English, Hindi, Urdu

Nationality Indian

Date of Issue Oct-2014

Date of Expiry Oct-2024

Place of Issue Ghaziabad, India

Visa Status Employment Visa

**Valid UAE Driving License**

**Date: (Faizan)**

**Place:**