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| **CURRICULUM VITAE****FAZEEH** ***PERSONAL DATA***Date of Birth : 24/01/1993Gender : MaleNationality : IndianMarital Status : SingleVisa status : 90 daysVisa Expiry : 18/03/2018***LANGUAGES KNOWN:**** ***English***
* ***Hindi***
* ***Malayalam***
* ***Kannada***
* ***Tamil***

***EMAIL ID:****Fazeeh.376030@2freemail.com****CONTACT NO:****UAE:*  *+971504753686 /* *INDIA: ++919979971283*  | OBJECTIVE To work with a world class organization by serving with full effort by promoting respect and honesty with various levels of the organization and serve to the best of my ability. Looking ahead to face the future challenges with greater determination and work with dedication, devotion and commitment. Also to have a successful living with financial stability. ACADEMIC Academic Qualification Institute/University Year Of Passing MBA (Finance & HR) Bangalore University Jun 2015B.Com (Accounting) Bangalore University Apr 2013Higher Secondary HSE Kerala Mar 2010SSLC Kerala State Board Mar 2008 WORK EXPERIENCE**IBM INDIA Pvt Ltd Bangalore – FINANCE & ADMIN ASSOCIATE (Sep 2015 – Nov 2017)*** Worked on Accounts Payable Process (P2P).
* Vendor Master creation.
* Data Indexing.
* Processing Employee Claims from Online portal.
* ProcessingVendor Invoices and Utility Bills.
* Prepayment booking & adjustment.
* Posting payment entry and allocation.
* Quality check of posted invoices.
* Clearing of BRS open items.
* Query Management.
* Co Ordination with Bank.
* Assisting in Month End Reporting.
* Month end accruals.
* Training for AP process concept.
* Completing the tasks assigned as per TAT.

REWARD & ACHIEVEMENTS* Received Reward from **IBM India Pvt Ltd** for faster learning of the process.
* Received appreciation from Manager for delivering Quality of Work with Productivity.
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PERSONAL PROFILE

* Highly flexible and adaptable performer.
* Ability to work individually and closely with others to accomplish Assigned Goals.
* Strong Excel skill.
* Teaching and management skill.

PROJECTS ACCOMPLISHED

* As part of syllabus, conducted a study on ‘Quality Worklife of the Employees’ At Maryan Apparels Pvt Ltd Kerala.
* ‘An Organization Study’ At Rubco Kerala.

IT SKILLS

* MS Office (Excel, word, PowerPoint).
* ERP-Oracle R12.
* Bookmaster.
* Basware.
* Tally.
* Good Typing Skill.

DECLARATION

I hereby declare that all the above given information’s are true to the best of my knowledge. If given opportunity, I will give the best to achieve the objective of the organization.

**Place**: Dubai, UAE **Fazeeh**

**Date**: