FAZIL

ACCOUNTANT

To secure a position as a professional in a technologically driven organization that will challenge my skills and utilize my abilities to excel in this progressive environment to my fullest potential.

Fazil.378219@2freemail.com C/o- +971504973598

**WORK EXPERIENCE**

**Accountant**

Hotel Soft

*05/2015 – 02/2017 India Achievements/Tasks*

Verification of day book, sales register, purchase ledger.



Maintaining a Day Book.



Preparation of payments and cheques.



Sales and purchase total reconciliation of accounts Calculating VAT



Creating journal entries wherever required.



Checking customer balance and follow up the same.



**Accountant**

Nice Vending Machine

*11/2017 – Present UAE Achievements/Tasks*

Sales and Purchase total reconciliation of accounts.



Creating journal entries wherever required.



Verification of sales register, purchase ledger.



*Contact: Shamsheer – +971563331411*

**Customer Care Executive**

Nesto Hypermarket

*03/2017 – 11/2017 Oman Achievements/Tasks*

Maintain reports, documents, log sheets, index and enquiries



Works oftentimes under pressure.



Solving customer problems.



**SKILLS**



MS OFFICE TALLY ERP 9 with VAT



Contract Negotiation Budget Forecasting



Time Management Customer Service



Self-motivatio Ability to work under pressure



Decision Making

**ACHIEVEMENTS**

Good Customer Service skill (03/2017 – 11/2017)

**CERTIFICATES**

Tally ERP 9 with VAT

MS OFFICE

**ORGANIZATIONS**

Hotel soft (05/2015 – 02/2017)

*Accountant*

Nesto Hypermarket (03/2017 – 10/2017)

*Customer Care Executive*

Nice vending Machine (11/2017 – Present)

*Accountant*

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| --- | --- | --- | --- |
| **EDUCATION** |  | **LANGUAGES** |  |
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**Bachelor of Commerce** SIR SYED/ Kannur University

English



Malayalam

|  |  |  |
| --- | --- | --- |
| *06/2013 – 04/2016* | *India* |  |
| *Courses* | Hindi |  |
|  |  |
| Finance | Arabic |  |
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| --- | --- | --- | --- |
| **Commerce** |  | **INTERESTS** |  |
| Kasturba Public School |  |  |
|  |  |  |
| *06/2011 – 03/2013* | *84%* |  |  |



Football Basketball Working