**FAIZAL**

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**Objective**

Seeking a challenging role of an **Accountant** which provides ample opportunities to utilize my skills and ability in an organisation of repute that offers me professional growth while being innovative, resourceful and flexible along with growth of organisation.

**Summary of Role/Skills**

* Maintaining Cash book.
* Maintaining daily vouchers and report.
* Team handling and Client support.
* Invoice checking
* Cheque Preparation.
* Consignment Payment and Stock Handling
* Sales Report Preparation.
* Maintain record of Debtors and Creditors.
* Maintain daily and periodic Reports.
* Processing sales invoice, receipts, payments
* Creating monthly payroll
* Prepare analysis of accounts as requested to assist with year end closing
* Voucher verification

**Summary of Experience**

|  |  |  |
| --- | --- | --- |
| **Company** | **Designation** | **Duration** |
| Cad Art Group |  Manager And Accountant | April 2012 – To Current |
| Inux Trading Consultant | Manager  | January 2009 – January 2012 |

**Responsibilities & Duties**

* Summarizes financial status / Analyze data and prepare MIS Reports in order to meet the

 reporting requirements on timely basis.

* Cash Payment Voucher, Cash Receipts Voucher, Bank Payment Voucher, Bank Receipts

Voucher.

* Monitoring Receivables and Payable Accounts to ensure efficient utilization and timely

availability of funds to meet business requirements

* Reconcile Fund Flow, Cash & Bank Reconciliation, P&L Account, Accounts Payable,

Accounts Receivable, Party Ledger, Manual and System Ledger.

* Verification of day to day accounting (Daily Cash Payment Voucher, Cash Receipts Voucher,

Bank Payment Voucher, Bank Receipts Voucher)

**Skill Sets**

|  |  |
| --- | --- |
| **Type** | **Description** |
| OS Familiarity | Windows XP, Windows 7,Windows 8, MAC OS |
| Office | MS Office |
| Accounting Software | Tally 7.2, Tally 9, Peachtree Accounting Software |

**Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Course** | **Year of Passing** | **BOARD OF EXAM** |
|  Diploma in Civil Engineering |  2012 |  Government of India |
|  Bachelor of Commerce | 2009 |  SRRFV university |
|  Higher Secondary Exam | 2006 |  Government of India |
|  SSLC Examination | 2002 |  Government of Kerala |

**Other Qualifications**

* Outstanding interpersonal and negotiation skills; skilled at resolving potential problems.
* Good Written and Oral communication skills.
* Flexible to fresh concepts and responsibilities.
* Capable of managing different tasks concurrently.

**Area of Interest**

* Financial Accounting.
* Managerial Accounting
* Managerial Role

**Personal Details:**

Nationality : Indian

Languages known : English, Malayalam and Tamil