

**FASIL**

**Email:**

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**About Me**

Date of birth**:**

April 14 1994

Languages:

English, Malayalam, ,Tamil, .

Nationality:

Indian.

Marital Status:

Single

**ACADEMIC AND PROFESSIONAL QUALIFICATION**

1. **M.com-**specialized inbusiness finance (Bharathiar university)

**2.B.com-** Specialized incomputer application (Calicut university)

CAREER OBJECTIVE



To pursue a challenging career in the field of accounting and finance related discipline

Looking for a suitable post in the field of Accounting and Finance, in a reputable organization providing me a platform to improve mutual growth, build upon my professional skill and knowledge progressing from operational to strategic level of management. Where I can utilize my skill and competencies in the best possible way for achieving company’s objective and to gain long term employment with a company.

PROFESSIONAL SUMMARY



* Qualified master of commerce from Bharathiar university.
* Worked as accounts assistant in Naran Chirakkal Corporate Pvt Ltd.
* Experienced in computation and returning GST.
* Well versed in computerized accounting environment like MS office, MS Excel, tally and Peachtree.
* Proficient in SAP FICO.

PROFESSIONAL EXPERIENCE



Designation : Accounts assistant.

Period of Employment: 25st may-2017 to 15st July 2019.

**Roles and responsibilities**:

* Accounting of invoices from local vendors.
* Documents financial transactions by entering account information.
* Handling Petty cash and maintaining Vouchers.
* Review of GL, receivable and payable.
* Assisting with audits and resolving discrepancies.
* Assisting with VAT & GST computation and returns.
* Performing daily and monthly bank reconciliations.
* Reconciliation of customer & vendor monthly basis.
* Handling the suppliers and preparing their payment on credit period basis.
* Assisting with monthly closing procedures.
	+ Posting of all payments received from the customer on a daily basis based on the bank statement.
* Application of payments received against the correct invoices.
* Follow up on collections and send out reminders prior to overdue date.
* Raising Credit Notes and Debit Notes based on instructions & approvals.
* Intercompany transactions and monthly reconciliations.

TECHNICAL SKILLS



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|  |  |  | Operating system | : Windows, MS DOS |
|  |  |  | Languages | : MS office (Word, Excel, Power point...) |
|  |  |  | ERP | : SAP FICO,TALLY,PEACHTREE. |

SAP FICO



* FINANCE: General ledger, Accounts payable, Accounts receivable, Cash journal, Asset accounting, sales tax.
* CONTROLING: Cost center accounting, cost element accounting.

DEVELOPING SCIENTIFIC TEMPER



* Presented seminar on “employee satisfaction in Rahama hospital-India".
* Participated in the skill development workshop on “Indian stock market".

PERSONAL STRENGTHS



* Strong Interpersonal and Analytical Skills
* Ability to Take Initiatives and ‘Can Do’ attitude.
* Adapt to Changes easily and Learn new things to give Value
* Ability to work with team and individually with minimum supervision

DECLARATION

I hereby certify that the details furnished above are true and accurate to the best of my knowledge.

FASIL