

**E-mail:** [**faiz.175099@2freemail.com**](mailto:faiz.175099@2freemail.com)

**Faiz**

**CAREER OBJECTIVE:**

To develop and discover my vision into pragmatic action, as a performance-oriented official of proper accounting track record, I want to activate my "self-branding" strategy in your organization with strong and healthy confidence.

**EXPERIENCE ( 10 YEARS-CHIEF ACCOUNTANT , DUBAI, UAE)**

**COMPANY NAME** : ABDUL JALIL MEHDI MOHD AL ASMAWI GROUP OF CO &EST

**DESIGNATION**  : SENIOR ACCOUNTANT

**DURATION**  : 10 YEARS (Started in 2006 till current)

**EXPERIENCE FIELD**

* Construction Industry,
* Trading Industry
* Finance Of Heavy Vehicle
* Real Estate
* Transport

**JOB DESCRIPTION**

* Recording of day–to-day financial transactions
* Summarizing and classification of proper accounts
* Checking of journal voucher, payment voucher, receipts ,petty cash voucher etc.
* Maintaining computerized books of accounts, report transactions and activities to the organization’s

Finance department.

* Maintain high level of accuracy in the use of resources through proper monitoring and efficient analysis of the accounting department’s activities.
* Preparing bank reconciliation statement, MIS reports for Group of companies.
* Plan and prepare monthly and yearly accounts reports.
* Work with the units responsible for accounting records to ensure all targets relating to financial reports are met.
* Follow up accounts receivable & payables.
* Handling & verification of Cash & Petty Cash vouchers.
* Dealing with Bank Transactions and follow ups.
* Co-ordinate with the clients, Customer service, Documentation.
* Leads a team of Entry Level Accounting Associates.
* Reports to Finance Head & MD

**EDUCATIONAL QUALIFICATION:**

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| Degree | Year of passing | University |
| MBA (Finance) | 2004 | Osmania University |
| Bachelors In Commerce | 2002 | Osmania University |

**PROFESSIONAL QUALIFICATION:**

* Diploma in Computer Application
* Manual accounting and computer accounting (Tally, Focus, Customized Accounting Software )

**Desk Projects**

* Successfully completed project on **PRIMARY AND SECONDARY CAPITAL** **MARKET in INDIA**, Hyderabad  Stock Exchange,  Errammanzil. Somajiguda**.** Hyderabad INDIA.

**IT Skills**

* Microsoft office (excel, outlook, Power point, word)
* Tally
* Focus
* Customized Accounting Software
* Operating knowledge

**HOBBIES & INTERESTS:-**

* Networking
* Marketing
* Sports

**PESONAL DETAILS:**

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| Date Of Birth*–*15th Aug 1979 | **Valid U.A.E Driving License - YES** |
| Marital Status*–*married | Nationality– Indian |
| Gender– Male | Languages*–* English, Hindi, kannada, Urdu, Telgu. |
| Visa type- Employment valid till feb-2019 | |
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