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## Faizal

## Faizal.298241@2freemail.com

**Career Objective**

 Seeking a quality environment where my knowledge and experience can be shared and where there is recognition for hard work and scope for creative thinking in the field of finance and accounts and also a challenging career in Finance & Administration.

**Strengths:**

* 7+ Years UAE work experience in Finance & Accounts.
* Team leader, Team worker, strong analytical skills
* Technical excellence, advanced problem solving skills
* Strong desire to learn and develop skills and knowledge
* Good communication and interpersonal skills
* Positive thinking, Confidence, patience
* Excellent communication skills and organizational skills
* Smart working and Good negotiating skills
* Well experienced in Job Costing and Cost allocation
* Get familiar to the work environment easily
* Good knowledge of Financial Accounting and Reporting, Cost Accounting, Accounting and Auditing Standards.

**Professional Profile**

December.2016 Up to August-2017

**Company: I Healthy Foods And Café L L C**, **Dubai, U.A.E**

**Position**: **Accounts Manager**

**Duties and responsibilities:**

* + Finalization of Accounts
	+ Prepare Consolidated Monthly Balance sheet and P&L Account
	+ Prepare monthly Bank Reconciliation Statement
	+ Preparation of Purchase, Sales & Closing stock report on Daily basis to the Management
	+ Account Receivables & Payables follow up
	+ Weekly Purchase order & Inventory movement analysis
	+ Prepare Cost Sheet and Allocation.
	+ Ware house controlling.
* Financial Audit preparation and coordinating the audit process
* Drafting of letters
* Administrator (Staffs and vehicles documents controlling)
* Payroll preparation(WPS)
* Petty cash Controlling
* Cash deposit daily basis in Bank and statement collecting twice in a month, Co ordinate with bank officers as per the requirements of management for any issues of payments or suspense of statement balance.

Dec. 2013 – Feb. 2016

**Company: Golden Bakery & Sweets L. L .C, Ras Al Khaimah. U.A.E**

**Position: Chief Accountant & Administration**

*The company is one of the famous food suppliers in Middle East; there are running 12 channels sales by sales men*

 **Duties and responsibilities:**

* + Finalization of Accounts
	+ Prepare Consolidated Monthly Balance sheet and P&L Account
	+ Prepare monthly Bank Reconciliation Statement
	+ Purchase, Sales & Closing stock report
	+ Account Receivables & Payables follow up
	+ Weekly Re-order reports & Inventory movement analysis
	+ Prepare Cost Sheet and Allocation.
	+ Petty cash handling and Managing
	+ Handling administration works
	+ Business Correspondence with suppliers
	+ Sales and Purchase Invoice making
	+ Follow up outstanding from Debtors
	+ Responsible for all Account reporting to GM
	+ Prepare Manufacturing journals and production sheets
* Financial Audit preparation and coordinating the audit process
* Drafting of letters
* Payroll preparation(WPS)

Nov.2008 –February-2013

**Company: Bin Ham Enterprises** **Group, Trading Division**, **Al Ain, U.A.E**

**Position**: **Accountant**

*The company is one of the major importer and supplier of construction materials in Middle East and authorized dealer of world famous brands.*

 **Duties and responsibilities:**

* + Finalization of Accounts
	+ Prepare Consolidated Monthly Balance sheet and P&L Account
	+ Prepare monthly Bank Reconciliation Statement
	+ Purchase, Sales & Closing stock report
	+ Account Receivables & Payables follow up
	+ Weekly Purchase order & Inventory movement analysis
	+ Prepare Cost Sheet and Allocation.
	+ Petty cash handling and Managing
	+ Business Correspondence with suppliers
	+ Sales and Purchase Invoice making
	+ Taking orders from suppliers
	+ Controlling all sales men by daily process
	+ Following up the daily sales and Production
	+ Responsible for all Account reporting to GM
* Financial Audit preparation and coordinating the audit process
* Drafting of letters
* Administrator (Staffs and vehicles documents controlling)
* Payroll preparation(WPS)

Dec.2006 – Jan 2008

**Company: Shabnas Home Appliances** **Trading Co**., **Kerala, India**

Position: Assistant **Accountant cum Office Secretary**

 **Duties and responsibilities:**

* + Entering Journal Entries
	+ Petty cash Handling
	+ Invoice making(Purchase and Sales)
	+ Local purchase order
	+ Business correspondence
	+ Assist to senior accountant to remit the tax payable
	+ File Managing
	+ Drafting letters
	+ Making quotations
	+ Attending all telephone calls
	+ Payable and receivables follow up
	+ Bank reconciliation
	+ Cash deposit in bank as per daily collection

**Educational Profile**

* **Bachelor Of Commerce and Accountancy (B.Com )**

Calicut University, Calicut, Kerala - 2004

* **Pre-Degree Course**

Passed from Calicut University, Calicut, Kerala – 2001

* **Secondary School**

Board of Public Examination, Kerala, India - 1999

**Professional Education:**

* **Software Accountant** **Course**

 International School of Information Technology-Kottakkal-Kerala-2002

* **Office Secretary Course:**

Accountant Service Society-Trichur-Kerala-2003

**Computer Skills:**

* + **DOA (Diploma in Office Automation)**

Institute of Computer Technology, Kottakkal, Kerala - July 2002

* + **DTP (Desk Top Publishing)**

**ABACUS** Computer College - Kottakkal, Kerala **-**2004

**Skill Set:**

Platform : MS Dos, Windows 9x, Windows XP, Windows “7”

Tools : Micro Soft Office, Photoshop

Accounting Packages : Tally 6.3, 7.2, 9.1, ERP 9

(Working experience in Tally since 2005 in configuring, routine work & trouble-shooting. successfully configured Trading Com. Accounts with inventory.)

**Languages known:**

Languages Speak Read Write

English Excellent Excellent Excellent

Arabic Good Excellent Excellent

Hindi Excellent Excellent Excellent

Malayalam Excellent Excellent Excellent

**Personal Profile**

**Name : Faizal**

Age and Date of Birth : 37yrs, 1st June, 1980.

Nationality : Indian

Marital Status : Married

 Religion : Islam

**Visa Status : Employment Visa**