

# Career Objective:

## FASALUDDEEN

## E-mail- fasaluddeen-394450@2freemail.com

To seek a permanent employment in a reputable company that could utilize my professional knowledge and skills for the growth and prosperity of the organization to the optimum level as well as facilitate career and professional growth.

# Professional Experience:

#### # Deira, Dubai

One of the largest dealer and exporter of Mobile Phones and Accessories of all leading brands (I Phone, I Pad, Samsung, Nokia, Sony, LG, etc.) under AMTCO group of companies

**Position** : **Accountant**

Reporting to : Manager

Duration : 2016 – 2018

#### Role Handling:

* Posting daily transaction such as purchases and sales, receipts and payments
* Responsible to payables
* Reconciliation of bank statement
* Making Aging statement of suppliers for outstanding payments
* Reporting to finance manager regarding monthly purchases, outstanding payables, Receipts.
* Petty cash Handling
* Preparation of journal entries and General ledger operations
* Preparing daily stock reports

#### # Thrissur, Kerala -India

Sharewealth Securities Ltd is one of the largest share trading firm. Dealing shares and mutual funds under Bombay Stock Exchange and National Stock Exchange and have more than 100 branches in India and outside including UAE

### Position : Office Administrator

Reporting to : Branch Manager

Duration : October 2012 - June 2015

#### Role Handling:

* Playing the role of Team Leader, involving supervision and preparation of Financial Statements.
* Responsible for achieving the quality and quantity targets.
* Providing training to newly recruited Dealers
* Help to opening the DMAT Account of the clients
* Making profit to the investors
* Customer visits to resolve critical issues
* Reconciliation of customer accounts on regular basis.
* Supporting to other back office works including data entry
* Skill in communication with public
* Finalization and scrutiny of Accounts

#### # Thrissur, Kerala – India

Professional accounting , Bookkeeping and Consulting services for existing and startup firms.

Provides full set of accounting services by qualified and experienced Chartered Accountants

### Position : Audit Assistant

Reporting to : Senior Auditor

Duration : July 2008 - August 2009

#### Role Handling:

* Assist the senior Auditor
* Verifying bills and vouchers
* Scrutiny and finalization of financial statements and Internal Control system
* Preparation of Audit Report
* Concurrent auditing of companies
* Maintaining proper books and records of clients
* Scrutiny of income and expenditure account of banks, hospitals and textiles

#### Educational &Professional Qualifications:

Master of Commerce : Mahatma Gandhi University Bachelor of Commerce : Calicut University, Kerala -India

Higher Secondary : Central Board of Public Examination, Kerala -India

S.S.L.C : Central Board of Public Examination, Kerala –India

#### Languages can read, write & speak:

English, Hindi, Malayalam (Native)

#### Computer exposure:

Accounting Software : Tally, Peachtree, Focus, Profit Other software : MS word, Excel, Power Point Course : Diploma in Computer Application

#### Personal Information

Nationality : Indian

Date of Birth : 28-05-1986

Gender : Male

Marital Status : Married

Visa Status : Visit

Excellent references available upon request. Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.

FASALUDDEEN