FAHAD



**Email:** fahad-397480@gulfjobseeker.com

**CAREER OBJECTIVE**

A career with a progressive organization that will use my education, skills, abilities and experience, where I can effectively contribute to the organization's operation and business development in any way that best matches my skills and experience.

**HIGHLIGHTS**

* Master of commerce (M.com),Two and half years experience in Finance and Accounts
* Proficient in Tally ERP and Peachtree Accounting software
* Knowledge in Word/Excel/Power point/Outlook

**EDUCATION**

* Bachelor of Commerce (B.com) from Calicut University
* PGDBAM ( Post Graduate Diploma In Business Accounting And Management ) From G-TEC
* MASTER OF COMMERCE (M.com) from Bharathiar University

**PROFESSIONAL EXPERIENCE**

Position Held: Accountant -December 2017 to December2018

A Vegetable Fruits wholesale trading company overall UAE Roles and Responsibilities

* Book keeping and journal entries for clients
* Handling petty cash and Main Cash
* Handle company salary payroll
* Verification of petty cash Vouchers
* Handle Accounts payable and Accounts receivable, General Ledger
* Account maintenance and bank reconciliations
* Finalizing of accounts for clients

**Mahadevan&Sivarajan Tax consultantThrissur Kerala –** Position Held Accountant Assistant June-2016-November 2017

An accountancy and consultancy firm providing audit, taxation, consulting and training services. Thrissur Kerala

* Book keeping and journal entries for clients
* Account maintenance and bank reconciliations
* Finalizing of accounts for clients
* Tracked spending and created reports
* Internal audits and statutory audits of clients

**Authority and Control Features :**

* Accounts payable.
* Accounts receivable
* General Ledger

**Skills and Expertise**

* Use of MS Office
* Gathering management information and providing reports
* Knowledge on business valuation and derivatives
* Goods and Service Tax (GST) and Value Added Tax (VAT) exposure

**Personal Details**

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| --- | --- |
| Date Of Birth | 17th Dec 1991 |
| Passport Expire | 12/01/2022 |
| Marital Status | Single |
| Nationality | Indian |
| Extra-Curricular Activities | Sports |
| Language Known | English,Malayalam |

All the information provided above is true and correct to the best of my knowledge & belief. If you provide me an opportunity to serve for your organization, I promise I will try my best by discharging my duties towards the betterment of organization

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