



MUHAMMED FAIZ P K M

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Thayullaparambath House,

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Kannur, Kerala, India

PERSONAL PROFILE

Date of Birth : 25/10/1993

Nationality : Indian

Marital Status : Married

Gender : Male

PASSPORT DETAILS

Passport No. : B6122510

Date of Issue : 25/10/2023

Date of expiry: 24/10/2033

Place of Issue : Kozhikode

Qatar driving license No : 29335613191

OBJECTIVE

Seeking for an opportunity to utilize my knowledge to secure a challenging position where I can effectively contribute my skill and innovative ideas knowledge in the work-oriented environment.

ACADEMIC QUALIFICATIONS

- **BCOM**
Kannur University
- **Plus Two**
Kerala Board of Higher Secondary Examination
- **SSLC**
Kerala Board of Public Examination
- **Diploma in Indian and Foreign Accounts**





COMPUTER SKILLS

- MS Office
- MS Excel
- PowerPoint presentation
- Tally
- Quick book
- Peachtree
- SAP FICO

EMPLOYMENT HISTORY

- Worked as an Accountant in Azfa Bakery and Cafeteria
April 2022 to Nov 2023
- Worked as an Accountant in Day and Night Shopping Centre WLL. Qatar .
Feb 2016 to Feb2022

LANGUAGES KNOWN

- English 
- Malayalam 
- Hindi 
- Arabic 

SOFT SKILLS

- Communication skills
- Organizing
- Confidence
- Good listening skill
- Team work

- Worked as an Assistant Accountant under Chartered Accountant **Jun 2014 to Nov 2015**
- Worked as an Accountant Trainee in Sanmmaya Furniture . **Dec 2014 to May 2015**

Duties and Responsibilities

- Receive, register, verify and process all invoices and ensure transactions are correctly recorded.
- Maintain and reconcile General Ledger Accounts.
- Monitor and review accounting and system related reports for financial accuracy and completeness.
- On time billing Invoices distributions & follow-up for payments. collection of payments/cheques from clients.
- Process monthly payroll and maintain approved payroll records.
- Preparation and processing of WPS.
- Banking Transaction by manual and online (Cheque deposits, cash receipt, payment transfer, etc)
- Perform VAT accounts reconciliation and VAT analysis
- Review/ preparation of daily Journal Vouchers for all expenses with all supporting documents
- Preparation of financial reports and income tax returns.
- Reviewing/ preparing Bank Reconciliation
- To monitor/petty cash of the precast Div.
- Keeping up to date record of all accounting transaction
- Ensure accurate and appropriate recording and analysis of establishment expenses.
- Keep updated the financial records of the precast div.
- Financial reporting & audit preparation and coordinate the audit process.

DECLARATION

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

MUHAMMED FAIZ P K M