

# MUHAMMED FAHEEM K O



## Contact

📧 fahifaheem143@gmail.com

📞 971 508657645/971 586573355

📍 DUBAI

## Personal Details

Date of Birth : 12/12/1999

Birth

Marital Status : SINGLE

Status

Nationality : INDIAN

VISA STATUS : EMPLOYMENT VISA

STATUS

PASSPORT : S3152173

NO

SEX : MALE

LICENSE : LIGHT MOTOR VEHICLE (DUBAI)

## Language

1.ENGLISH

2.HINDI

3.TAMIL

4.MALAYALAM

## OBJECTIVE

TO SEEK EMPLOYMENT IN A DYNAMIC AND CHALLENGING ENVIRONMENT WITH POTENTIAL CAREER GROWTH WHERE MY DIVERSIFIED COMPETENCIES AND UNIQUE SKILLS CAN BE UTILIZED FOR ASSURES GROWTH AND BETTERMENT OF THE ORGANISATION.

## EXPERIENCE

### LIFESTICK GENERAL TRADING L L C

01/06/2022

SALES CUM ASSISTANT ACCOUNTANT

- ONGOING

#### RESPONSIBILITIES

- 1.ATTEND ESSENTIAL SALES TRAINING MEETINGS AND DEVELOP A UNDERSTANDING OF ALL THE COMPANY'S SERVICES AND PRODUCTS.
- 2.MONITOR AND ORGANIZE INVENTORY WHILE EFFECTIVELY TRACKING NEW SERVICES AND PRODUCTS FOR SALE.
- 3.PREPARATION AND FOLLOW UP OF PURCHASE ORDER.
- 4.MOINTORING TRADE PAYABLES.
- 5.MAINTAINING ACCOUNTING RECORDS, MAKING COPIES, FILING DOCUMENTS ETC.
- 6.PROCESSING OF JOBWORK OUT ORDER AND PREPARE E-WAY BILL.
- 7.PREPARATION OF MANUAL AND COMPUTERIZATION OF ACCOUNTING.
- 8.CHECKING AND FINDING MISTAKES IN VAT INVOICES.
- 9.RECEIVING AND PROCESSING ALL SALES AND SALES INVOICE.
- 10.SETTLEMENT OF ALL TRADE RECEIVABLE.
11. ARRANGE FOR CREATION AND DISTRIBUTION OF PRESENTATIONS AND SUPPORTING DOCUMENTS TO HELP SAKES TEAM.
- 12.SUPPORT SENIOR MANAGEMENT BY COMPLETING ORDERS AND KEEPING CUSTOMERS INFORMED OF DEALYS AND DELIVERY DATES.
- 13.MAINTAIN ORGANIZED SALES RECORDS AND REPORT MONTH - END GOAL SETTING TO SENIOR MANAGEMENT TEAM.

### WESTERN INDIAN PLYWOOD

04/01/2021

ASSISTANT ACCOUNTANT

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#### RESPONSIBILITIES

25/04/2022

- 1.RECEIVING AND PROCESSING ALL PURCHASE AND SERVICE INVOICES.
- 2.SETTLEMENT OF TRADE PAYABLES.
- 3.PREPARATION AND FOLLOW UP OF PURCHASE ORDER.
- 4.MOINTORING TRADE PAYABLES.
- 5.MAINTAINING ACCOUNTING RECORDS, MAKING COPIES, FILING DOCUMENTS ETC.
- 6.PROCESSING OF JOBWORK OUT ORDER AND PREPARE E-WAY BILL.
- 7.PREPARATION OF MANUAL AND COMPUTERIZATION OF ACCOUNTING.
- 8.CHECKING AND FINDING MISTAKES IN VAT INVOICES.
- 9.RECEIVING AND PROCESSING ALL SALES AND SALES INVOICE.
- 10.SETTLEMENT OF ALL TRADE RECEIVABLE.
- 11.PREPARING SALES ORDER.
- 12.CASH AND BANK TRANSACTION.
- 13.SENDING AND RECEIVING E-MAILS FROM VENDOR AND CUSTOMERS.

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**EDUCATION**

<b>KANNUR UNIVERSITY</b>	2018-2021
B COM (COMPUTER APPLICATION)	
<b>BOARD OF HIGHER SECONDARY EXAMINATION</b>	2016-2018
HIGHER SECONDARY	
<b>AZHIKODE HIGHER SECONDARY SCHOOL</b>	2016
SSLC	

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**STRENGTH**

- 1.HARDWORKING AND DEDICATED TO TASK ASSIGNED.
  - 2.STRONG LOGISTIC AND CREATIVE SKILLS.
  - 3.FLEXIBLE AND TUSTWORTHY.
  - 4.POSTIVE ATTITUDE AND PATIENCE.
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**CERTIFICATION**

- 1.TALLY ERP9
  - 2.MICROSOFT OFFICE
  - 3.SAP(FICO)
  - 3.QUICK BOOK(QB)
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**DECLARATION**

I HERE BY DECLARE THAT ABOVE INFORMATION IS TRUE TO BEST OF MY KNOWLEDGE AND BELIEF

MUHAMMED FAHEEM K O