

## CONTACT

## FAVAS KP

📍 Shabiya -Abu Dhabi- United Arab Emirates

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@ favaskozhikkara1@gmail.com



## OBJECTIVE

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Intended to build a career with leading corporate of high tech environment where i can apply my knowledge to the best of my ability particularly in the areas of finance with committed and dedicated people and to work in an organization that provides ample scope for learning and growth.

## EXPERIENCE

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2023 - 2024

- **ACCOUNTANT**

INSHAN LLC. ABUDHABI

- Handling of account payable and receivables.
- Preparing of outstanding reports to Debtors and follow up for payments.
- Assisting of bank reconciliation.
- Creating managerial reports (Sales report,Purchase report, Cash budget).
- Preparing and verify daily/monthly report.
- Keeping records of debtors, creditors, receipt & payment.
- Preparing various reports required by the management.

2021 - 2023

- **ACCOUNTANT**

VENUS TRADERS

- Preparation of P&L account & balance sheet.
- Processed daily, monthly journal entries for various clients of the company.
- Quality check for document received invoices.
- Preparing the cheques of creditors depends on credit limit.
- Keeping records of debtors, creditors, receipt & payment.
- Preparing month end closing stock, trading A/C and GP report.
- Managing petty cash & office supply accounts.
- Creating managerial reports (sales report, purchase report, cash budget).
- Preparation of other income report.
- Wages and salary list Preparation.

## EDUCATION

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2023

- **Bharathiar**

Master Of Business Administration

2020

- **University Of Calicut**

Bachelor Of Business Administration

## SKILLS

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- Problem solving
- Communication
- Time management
- Team work
- Adaptability

- Account receivables
- Customer service
- Forecasting
- Business knowledge

## SOFTWARE SKILLS

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- Tally ERP
- Ms office
- Quick Book
- Windows word

## PERSONAL DETAILS

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- Nationality :Indian
- Date of birth :12/02/1998
- Religion :Muslim
- Gender :Male
- Marital status :Single
- Visa status :visit visa

## LANGUAGES

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- English
- Hindi
- Malayalam
- Tamil

## PASSPORT DETAILS

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- Passport no :T4676020
- Place of issue :Cochin
- Date of issue 08/03/2019
- Date of expiry :07/03/2029

## AREA OF INTEREST

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- Accounts
- Banking & Finance
- Data entry

## DECLARATION

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

Place : ABU DHABI

Date :

FAVAS K.P