



FABIYAS

Accountant

Detail oriented accountant with record of accurate reporting and budget management. Offering 1 year of experience in HRM creating reports, auditing, bank reconciliation and monitoring expenditure and payment. Having strong organizational skills and mathematical acumen, Hard working, dedicated team player with the ability to blend analysis, problem solving and organization to produce effective result.

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📍 AL MADAM

📅 13 November 1999

WORK EXPERIENCE

Internship

Accountants service society-Ernakulam Kerala

04/2021 - 04/2022,

Achievements/Tasks

- GST, TDS, TALLY PRIME and have been assigned with different types of project and lab skills.
- Prepared data and audit files for internal audit.
- Performed month-end account preparation for prepayments, accruals, profit and loss and balance sheet.
- Analyzed balances sheet for mistakes and inaccuracies.
- Wrote reports authored papers and organized supporting documentation.

Accountant

Hillsinai Finishing School

Markaz Knowledge City- Kaithapoyil

06/2022 - 06/2023,

Achievements/Tasks

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and Cashflow.
- Monitored balance sheets and income statements to evaluate financial performance.
- Verified documented and requested disbursements to facilitate payments.
- Examined financial statements and income statements to review company's financial performance.
- Collaborated with external partners to complete audits.

EDUCATION

Bachelor of commerce with computer application

Calicut university

2018 - 2021,

Diploma (corporate accounts and Material management) Accountants

Service society

2020 - 2021,

Higher secondary 2018

Government of Kerala General Education Department

SSLC 2016

Government of Kerala General Education Department

KEY SKILLS

Accounting software

Accounts Payables & Receivable

Cashflow

Invoicing

Accounting and book keeping

Year-end close

QuickBooks

Financial analysis

Reporting

General ledger accounting

Microsoft office

Budgeting

CERTIFICATIONS

SAP

FICO SAP

MM

Tally prime

UAE VAT

Advance

Microsoft office

GST

VISA STATUS

VISIT VISA

Expiry 27-9-2023

English

Professional Working Proficiency

LANGUAGES

Malayalam (Native)

Native or Bilingual Proficiency

Hindi

Elementary Proficiency

Arabic

Elementary Proficiency

DECLARATION

"I hereby declare that the details and information given above are complete and true to the best of my knowledge"

FABIYAS