

## **FAHIS KP**

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### **Objectives**

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

### **Work Exposure**

Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts. Experience in handling Tax Affairs and working knowledge in preparation & e-Filing of Tax returns. Work experience in modern computer accounting software.

### **Educational Qualifications**

- Graduation In B.com Computer Application at Calicut university in 2017

### **Work Experience**

- 2 Year Experience in junior accountant at Led world LLC (UAE) (2019 august to current)

Dealing Duties:-

1. Accounts recievable
2. Petty cash handling
3. Documentation
4. Invoicing

## 5. Entry posting

- 6 months experience in accounts payable at Advance Laboratory LLC (UAE) (2018 dec to 2019 aug)

Dealing Duties:-

1. Payment processing
2. Maintaining cash ledgers
3. Petty cash handling

- 1 Year experience in MIS post at Smart systems (Samsung mobile dealer) (2017)

Dealing Duties:-

1. Invoicing (purchase and sales)
2. Accounts (payable, receivable, finance etc)
3. Banking (cash deposit, cheque deposit, transfers)
4. Inventory management (stock checking)

### Computer Knowledge

- Certified Professional in Indian & Foreign Accounting (CPIFA) from IPA Kerala (2015).
- Specialized in MS Office- Microsoft Excel Global Certificate Holder (2015).
- Specialized in Tally ERP 9.0, Sage 50 Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.
- Knowledge in Samsung DMS NXT
- Knowledge in SAP B1, SAP (MM & SD)

### Language Competency

- English --- Speak, Write, Read.
- Malayalam --- Speak, Write, Read
- Hindi --- Speak, Write, Read.

### Abilities and Area of Strength

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- Experience in office management with comprehensive problem solving abilities.

## **Personal Details**

- Nationality : Indian
- Date Of Birth : 04/01/1997
- Marital Status : Single
- Passport Number : R6371463( INDIA )
- Date Of Issue : 04/12/2017
- Date Of Expiry : 03/12/2027
- Driving License : LMV/HMV No:XXXXXXXX ( INDIA )
- Address (UAE) : Al khail gate,Al qouz ind 2,Dubai UAE
- Address (Home) : koottanad, Palakkad dist,kerala,india

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### **Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place:Al qouz

Date:06/06/2021

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