

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

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
