



**FAHMAL K**

#### Profile

A Graduate holder (B. Com Co-Operation) seeking heights in career through continuous improvements of knowledge and skills. Is a hard worker and a quick learner. Has the ability to work on own initiative and as part of a team. Is an outgoing and friendly personality.

#### Contact:

Email : [fahmalfaaz@gmail.com](mailto:fahmalfaaz@gmail.com)  
Contact: +971 52 284 5304

#### Residential Address:

Al Ghurair Building  
Al Muteena Street  
Deira, Dubai  
United Arab Emirates

#### Date of Birth:

20th June 1995

#### Marital Status:

Single

#### Nationality:

Indian

#### Passport No:

P4167359

#### Languages Known:

English : Read , Write & Speak  
Hindi : Read , Write & speak  
Malayalam : Read , Write & Speak



#### Objective

To secure a position, which demands great commitment, yet is at once challenging and flexible so as to bring forth the potential and resourcefulness out of my Two Years' experience in the field of accounting and one year experience in the field of banking, resulting in professional growth and meritorious service to the management.



#### Work Experience

##### The Malappuram District Co-Operative Bank, Ltd Edakkara Branch

Designation : Clerk  
Duration : 1<sup>st</sup> June 2020 to 5<sup>th</sup> November 2021

##### Accountantship (Accounts Contractors, Accounts Practical Training & Auditors)

Designation : Accountant  
Duration : 1<sup>st</sup> April 2018 to 30<sup>th</sup> March 2020



#### Academic Qualifications

Course Name	Institute/University/Board
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- |   |  |
|---|--|
| • <b>B Com</b> (Co-Operation)                           | : University of Calicut                        |
| • <b>Plus Two</b> (Computer Commerce)                   | : Board of Higher Secondary Examination Kerala |
| • <b>SSLC</b>   | : Board of Public Examinations, Kerala         |
| • <b>Diploma</b> (Business Accounting & Administration) | : Azad Institution, Kerala                     |



#### Technical Skills

- Tally ERP 9
- Finacle Core Banking
- MS Power point
- MS Outlook
- MS Excel
- MS Word
- MS Office
- Accounting software
- QuickBooks
- Business Intelligence software
- Tax preparation software



## Key Skills

- Management accounting and financial accounting
- Maintaining daily accounts and managing petty cash
- Reconciliation of bank statements
- Ensuring financial control
- Data Analysis
- Standard of accounting
- Managing account payables and receivables
- Managing payrolls
- Inventory management
- Financial statement analysis
- Marginal analysis
- Book keeping
- Vat filing



## Strengths

- Strong Communication Skill both written and verbal
- Ability to Motivate Inspire and Lead a Team Successfully
- Dynamic, Creative and self-motivated
- Strong Interpersonal Skill
- Integrity and self-confidentiality
- Ability to Work Under Pressure
- Team Worker
- Excellent trouble shooting skill
- Desire to learn
- The flexibility and willingness to learn
- Software proficiency
- Decision making
- Critical thinking



## Declaration

I hereby declare that the above-mentioned statement is correct and true to the best of my knowledge and belief.

Date:

Place:

FAHMAL K