



## PROFILE

I am Faizal Jaleel, i have experienced in finance and administration works doing in India and Maldives .to achieve a professional growth in this both fields and gaining knowledge in finance and sales. I am looking forward to join a vibrant and exciting organization where I can utilize my skills in Good performance

## CONTACT DETAILS

RAHATH MANZIL AEROM SOUTH,  
THADICADU P.O ANCHAL, KOLLAM,  
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## PROFESSIONAL SKILL

Financial control  
Business tax works  
Book keeping  
Over all business monitoring  
Leadership skill  
Export import business managing  
Presentation skill  
Office administration skill  
Training & development

## IT Skills

Sap fico End User  
Quick book  
Tally ERP 9  
MS office package  
Adobe photoshop  
Adaptable to new ERP accounting Software

# FAIZAL JALEEL

## EDUCATION

### Bachelor of commerce (Computer application)

H M arts and science college Muvattupuzha, Kerala,  
university: Mahatma Gandhi university kottayam, Kerala,  
India

2015-2018

### Senior Secondary (science group)

Thadicadu higher secondary school, Thadicadu,  
Anchal, Kollam

Board: board of higher secondary education,  
Tiruvanthapuram, Kerala

2014

### 10<sup>th</sup> (Matriculation)

Govt higher secondary school west, Anchal, Kollam,  
Kerala

Board: board of public examination, Tiruvanthapuram,  
Kerala

2012

### Certificate in Sap fico power user

Cokonet technologies ulloor, Trivandrum, Kerala  
Certified in 2018

### Certificate in Tally

Cokonet technologies ulloor, Trivandrum, Kerala  
Certified in 2018

### Certificate in Computer operation

G. Tech computer education Anchal, Kollam, Kerala  
Certified in 2008

## WORK EXPERIENCE

### Global talent Maldives Pvt Ltd (k. Male, Maldives)

#### [Accountant cum Administrator]

2018 Dec – 2021 Jan

### Cokonet Technologies [Accounts payable]

#### (Ulloor, Trivandrum)

May 2018-Nov 2018

### Margin free super shopee [sales man]

#### (Muvattupuzha, Ernakulam)

JAN 2016- JAN 2018

## JOB PROFILE

- Prepare and maintain accounting journals, ledgers and other financial records
- Supporting bills and reports are documents wise filling entering all docs include quotation, sales bills preparing, collection entering, purchase order, debit note, credit note, delivery note preparation etc.
- preparation of daily cash report, cheque statement, petty cash statement and assure liquidity position of the company
- manage A/R, A/P & outstanding by reconciling of customers/vendors accounts, & maintain ageing reports, and contacting customers for due dated invoices maintains and balances Banks & subsidiary accounts by verifying, allocating, posting entries, those accounts reconciling in moth wise transactions clearing on day to day wise; resolving discrepancies
- prepare inventory ledger, stock register and physical stock verification and inventory controlling
- Develop, manage and maintain comprehensive Payroll records & employee benefits by calculating deductions and earnings
- managing and preparing Maldives expatiate visa online works and preparing and submitting Maldives trade and license work like Govt office in Maldives
- Perform periodical closing procedures and closing related duties
- Maintain and preparing chart of accounts and prepare yearly financial statements such as trial balance, detailed statement of expense, notes of financial statement, cash flow statement, statement of equity and s hares, profit and loss account, balance sheet also quarterly prepare MIS report for management and outstanding statement report making for sales teams
- Supervision of team and people management in line with the HR tools and policies
- Organize the daily work of team including incorporation new task in the team
- Lead assigned engagement including planning, budgeting, client relationship management and delegating of staff monitor and report out of scope of time
- maintaining and recording monthly accruals, Prepaid, differed, depreciation, amortization, provisions and other adjustments on monthly basis
- prepare audit schedules and working closely with the auditors to ensure that the auditing is completed the time

- to manage the customer relation, maintain and handling and controlling and promote products in market via social medias and by face to face
- preparing importing shipment docs and clearing importing goods by sea and air shipment and payment clearing for govt bodies in Maldives
- supervise warehouse operation and oversee the employee
- responsible for importing shipment of goods and store them in an organized manner
- provide employee training and feedback, making schedules, oversee maintenance and stock control
- sorting of all the importing goods
- performed internal auditing
- performed general office administration responsibilities

#### **PERSONAL INTERESTS**

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- Driving
- Food preparing
- Watching business blogs and movies
- Playing badminton , cricket
- Researching new business topics
- Reading books

#### **Language Known:**

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- English (full working proficiency)
- Malayalam (native proficiency )
- Tamil (limited proficaincy )
- Devehi (limited proficiency)

#### **Personal Details:**

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Father Name : Muhammed Jaleel  
 Mother Name : Athabiya Fathima  
 DOB: 4<sup>th</sup> Jan 1996  
 Nationality : Indian  
 Pass Port No: P1803926  
 Gender :Male  
 Martail Status : Single

#### **Reference:**

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Reference can be provided on demand