

CONTACT

FAISAL NAZAR

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Anugraha Nagar
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OBJECTIVE

An Experienced and dedicated Candidate having degree in Bachelor's of Commerce with Hands on Experience of more than 2 and a half years in Accounting department and Inventory management and also certified by the International Association of Bookkeepers (IAB). Being actively involved in the field of Accounting, Statutory compliance and inventories, I have gained wide experience, which has benefited me professionally and broadened my creative and logical thinking. Looking forward to utilize my full abilities to the better development of both my employer and my career.

PERSONAL DETAILS

- Date of Birth : 30/12/1998
- Marital Status : Single
- Nationality : Indian
- Guardian's Name : S.A Nazar

EXPERIENCE

June 2020 - Present

- **Jihas & Associates**
Financial Accountant
 - Preparation of VAT reports
 - Filing VAT returns (Have undergone practical training in GCC VAT returns)
 - Inventory management
 - Preparation of GST reports
 - GST Filing
 - Maintaining Profit & Loss Account
 - Preparation of Balance Sheet
 - Bank and GST Reconciliation
 - Auditing
 - Well versed in Tally prime
 - Preparing Monthly statements by analyzing relevant data
 - Prepares Quarterly and Annual Financials
 - Preparing Budgets ,and Forecasting
 - Maintaining and Analyzing Cash flow Statement
 - Completion of the monthly accruals, journals, fixed assets and depreciation schedules
 - Training and guiding Junior Staffs
 - Studies current and new legislation to ensure compliance with federal, state, and local financial regulations
 - Collects and examines account information necessary to reconcile financial discrepancies
 - Verifies documentation, requests expenditures, and prepares disbursements
 - Ensures client confidentiality by keeping financial information secure
 - Regular reports and statistics will be presented before the senior management team when required

1 Dec 2018 - 29th Feb
2020

- **MOBILE POINT - Mobile sales and Service**
Accounts Assistant
 - Preparing Daily report
 - Assisting finance manager in Final accounts preparation
 - inventory Management
 - Preparing Accounting data for GST filing
 - Handling purchase and Sales invoices
 - Preparing Tax Invoices
 - Preparing Proforma Invoice
 - Handling petty cash
 - Preparing Daybook
 - Bank reconciliation
 - Well versed in Tally
 - Training and guiding Junior Staffs
 - Studies current and new legislation to ensure compliance with federal, state, and local financial regulations
 - Collects and examines account information necessary to reconcile financial discrepancies
 - Verifies documentation, requests expenditures, and prepares disbursements
 - Ensures client confidentiality by keeping financial information secure
 - Regular reports and statistics will be presented before the senior management team when required

01 May 2018 - 31 Nov
2018

- **MOBILE POINT - Mobile sales and Service**
Accounts Trainee
 - Preparing Daily Report
 - Inventory management
 - Handling Sales and Purchase invoices

EDUCATION

2019

- **Kerala University**
M.Com
Currently pursuing

2019

- **Kerala University**
B.Com Taxation

2016

- **Christ Nagar Senior Secondary school (CBSE)**
Plus two

2019

- **G-Tec centre for computer studies**
International Association of Bookkeepers (IAB) Certified
Grade A

2019

- **G-Tec Centre for Computer studies**
Professional Diploma in Indian and Foreign Accounting and SAP accounting
Grade A

2019

- **G-Tec Centre for computer studies**
SAP KA Certified
Grade A

ARTICLE PUBLICATION

- **Women Entrepreneurship**
An article titled " Women entrepreneurship " was presented at the One day National conference regarding 'The Emergence of Start-Up Eco system in India' Organised by Indo Asian Academy group of Institutions. The Article was then later published by KAAV publications , National Journal of Arts,Commerce and Scientific Research Review (NJACSRR).

SKILLS

- Teaching and Presentation Skills
- Good verbal and written English Communication
- Adaptive In nature
- Flexible timing
- Well Versed in Tally Prime

- Mentoring and Guiding Juniors
- IAB Certified
- SAP certified
- Versed in Usage of Quickbooks online
- Experienced in Handling MS Excel and Word

LANGUAGE

- English (Read, Write and Speak)
- Malayalam (Read, Write & Speak)
- Hindi (Read and Write only)

REFERENCE

- **Zakeer Hussain - "Mobile Point"**
Branch Manager
Mobile.point5@gmail.com
+917012548717
- **Jihas M - "Jihas & Associates"**
Chartered Accountant
Jihasassociates@gmail.com
+919809103313

HOBBIES

- Travelling
Playing Badminton
Playing Cricket
Listening Music

DECLARATION

- I hereby Declare that The above furnished details are true to the best of my knowledge and belief