CURRICULAM VITAE



FAIEZ MOHAMMED S

Tc 46/51(1) Basith Manzil

Pally Street Poonthura P.O.

Tvm 26 Pin 695026

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OBJECTIVE

I will contribute my zeal of working with commitment, honesty & sincerity to achieve the organizational goal and to grow with the organization working for.

EDUCATIONAL QUALIFICATION

* ICMAI-CMA – (Doing)
* Master of Commerce (M-Com) - University Of Kerala ( second year Exam not completed)
* Bachelor of Commerce (B-Com) - University Of Kerala
* PLUS TWO - Govt. Model B.H.S.S, Thiruvananthapuram
* SSLC – Cordova H.S.S ,Thiruvananthapuram

PROFESSIONAL SUMMARY

* Having Three years and Nine Months Experience in the field of Accounts & Auditing.
* Strong in Tally ERP software and in Accounting Packages

PROFFESIONAL EXPERIENCE

Organization: Manarul Huda Trust, Manacaud, Trivandrum

Designation : Accountant

Experience : Presently Working (Since December 2016)

* Managing accounts in Toss Academy
* Managing accounts in Genuine Sports (Yonex Pro Shop)
* Managing accounts in Ace college of Engineering
* Filing TDS , ESI & EPF of the Institutions
* Filing Gst
* Proper Monitoring of Accounts Payables ,Receivables, Debtors & Creditors
* Assigning entries to proper accounts
* Auditing all institutions accounts coming under on Manarul Huda Trust
* Preparation of Monthly wise Performance List of Institution
* Preparation of Bank, ledger Account Reconciliation
* General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
* Petty Cash Management & Cash book Reconciliation.
* Making Reports as per Management Requirement.
* Maintain Inventory Record on Computer.
* Entries of cash Book, Sales Bills & Purchase Bills etc.
* Making Cheques for parties.
* Maintain Ledger for Sales, purchase,Debtors,Creditors
* Making Vouchers & Entries in Computer.
* Cash Handling & Preparation of Day Book.

ACCOUNTING PAKAGES:

* Tally (Accounting Software)

PERSONAL PROFILE

Name : Faiez Mohammed .s

Date of Birth : 28-09-1995

Father’s Name : Shahul Hameed

Sex : Male

Marital Status : Married

Contact Address : TC 46/51(1) Basith Manzil

Pally street Poonthura P.O.

Tvm 26 Pin : 695026

Religion : Muslim

Nationality : Indian

Languages Known : English, Malayalam

Hobbies/Interests : Playing Cricket

I HERE BY DECLARE THAT ALL THE ABOVE INFORMATION ARE TRUE AND BEST OF MY KNOWLEDGE

DATE: 26.09.2020 Faiez Mohammed

PLACE: Trivandrum SIGNATURE