

Ayyaril Mohamed Fabid

Finance & Admin

Home Address

Puthenchal House

West Yakkara

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Date of Birth: 09 December 1987

Professional Profile (7 years Experience)

A commercially aware graduate offering more than 7 years' experience reflecting result driven performance with managerial qualities and good analytical abilities, complemented with proactive approach and capability to augment team cohesiveness and quality now looking for a career opportunity in a financial sector.

Relevant Skills

Communication Skills – Appreciated by senior management for excellent individual performance. Conducted various presentations for the business plan at the Business School and demonstrated strong written and verbal communication skills.

Teamwork – Previous experience has involved working with people, from improving the process to working as a senior member of a critical process. Being able to pull together different people to get work done well before the deadline has been my crucial element of success.

Problem Solving – Strong negotiation skills and ability to work under pressure has helped me analyze and solve critical issues without escalating the matter to higher management executives.

Resilience – Ability to adapt positively to unfamiliar situations and flexible to deal with changing circumstances.

IT Skills – Worked with wide range of business platforms and computer packages including Word, Excel, PowerPoint, Tally and Elodie.

2006-2009

CMS College of Science & Commerce, Coimbatore, India

Bachelors in Commerce

2004-2006

Holy Trinity School

Higher Secondary Examination

2018 - Present **Katara Group Of Companies, Qatar**
Cost Control & Audit Officer

- Observing, receiving and obtaining information from all relevant resources.
- Analyze business operations, trends, costs, revenues, financial commitments and expenses.
- Developing specific goals and plans to prioritize, organize and accomplish organizational objective.
- Develop, maintain and analyze budgets, preparing periodic performance reports that compare budgeted costs to actual costs.
- Preparing various ad-hoc financial reports.
- Reporting directly to the Board Of Directors

2014 - 2017 **Qatari Diar Vinci Construction (QDVC), Qatar**
Project: Hadid and Mawad Benaa Qatar
Finance and Administration Officer

- Monitoring and controlling Financial activities.
- Observing, receiving and obtaining information from all relevant resources.
- Developing specific goals and plans to prioritize, organize and accomplish organizational objective.
- Supervising all administrative personnel.
- Prepare, examine and analyze accounting records and other financial reports.
- Analyze business operations, trends, costs, revenues, financial commitments and expenses.
- Develop, maintain and analyze budgets, preparing periodic performance reports that compare budgeted costs to actual costs.
- Report to General Manager directly regarding the finances of establishment.
- Preparing various ad-hoc financial reports.
- Taking lead role in company management.

2012 - 2013 **Tourists Travel Bureau UK Ltd, London**
Finance and Administrator

- Started with book keeping fundamentals and played a vital role in business start up.
- Sales invoicing and credit control.
- Cash flow management and cheque payment preparations.
- Maintaining weekly and monthly sales reports.
- Preparing commission claims for hotels.
- Preparing ad-hoc finance reports.
- Liaising with customers and hotel representatives
- Liaising with auditor and maintaining quarterly VAT return repot.
- Maintaining full set of accounts up to finalization

2011 - 2012

Galaxy National Trading & Cont. L.L.C, Sultanate of Oman
Finance and Administrator

- Recording cash activities
- Preparing Purchase orders
- Bank reconciliation statement preparation
- Co-ordinate with banks for the banking related /Credit facility issues.
- Maintenance of Fixed Assets Register and Accounting of Depreciation.
- Checking and Accounting the Goods Receivables Note.
- Maintaining records of Daily Sales and preparation of Monthly & Yearly sales reports.
- Performed audit and consulting engagements individually and as part of a team.
- Maintaining full set of accounts up to finalization

2009 – 2010

Sivadas C & Co, Kerala, India
Article Associate

- Performed Accounting and Auditing Functions.
- Prepared Reconciliation's Statements of Banks, Debtors and Creditors.
- Auditing of Ledger, Cash Books, and Daybooks etc. both in manual and computerized system.
- Performed monthly and yearly charts of different ratios of accounts
- Prepared Income Tax Returns
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, and Companies.

Trainings

Effective Budgeting and Cost Control

Activities and Interests

Reading, driving and listening to music

Holder of valid GCC driving license

Preparing various business plans and ISO (9001,14001 and 18001) reports.

Reference

Available upon Request