

MUHAMMED FAYAS

ACCOUNTANT

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LOCATION – Thrissur, Kerala

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SUMMARY

Passionate and detail-oriented accountant with hands-on experience in financial reporting and analysis at Shine Distributors. Proficient in Tally Prime and Microsoft Excel, with a proven ability to streamline invoice processing and improve budgeting accuracy. Strong in time management, audit support, and maintaining financial compliance. Known for contributing to improved operational efficiency and clear financial documentation.

EDUCATION

Master of Commerce (General)

Pursuing (Tagore University)

Bachelor of Commerce in Computer Application

Rabindranath Tagore University

Madhya Pradesh, 2025

Higher Secondary Education Department

St Antony's HSS, Kerala, 2020

SSLC State Education Department

THS, Kerala, 2018

PROFESSIONAL SKILLS

- Financial Reporting and analysis
- Tally Prime and Excel
- Budgeting and Forecasting
- Invoice Processing and Bank Reconciliation
- Time management skills
- Accounts payable and receivable
- Audit support and Compliance

LANGUAGES

- Malayalam (Native)
- English (Intermediate)

PROFESSIONAL EXPERIENCE

ACCOUNTANT

SHINE DISTRIBUTORS – Thrissur, Kerala

Aug 2023 – Nov 2024

- Processed Invoices and payments sufficiently using Tally Prime software.
- Updated ledgers and journals to ensure accurate transaction documentation
- Managed daily accounts receivable and payable operations.
- Maintained and reconciled general ledger accounts, including bank statements.
- Created financial reports, including income statements and Balance Sheet.
- Tracked expenses and variances to support budgeting processes.
- Collaborated with external partners to facilitate audits.
- Utilized Microsoft Excel for generating detailed Outstanding reports using pivot table.

JUNIOR ACCOUNTANT INTERN

INMAKES INFOTECH PVT LTD – Ernakulam, Kerala

Aug 2022 – Nov 2022

- Facilitated data entry of invoices and vouchers into Tally Prime.
- Acquired proficiency in Tally Prime and Microsoft Excel for accounting functions.
- Studied fundamental concepts of GST filing procedures.