

Mohammed Faris

Puthenkottu

Administration Officer,
Assistant Accountant



Local Address

Al Nahda - Dubai,
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Personal Info

Date Of Birth
18-05-1992

Nationality
India

Visa Type
U.A.E Residency Visa

Summary

I am a self-motivated and hardworking person with positive approach towards any duties and responsibilities assigned to me. I am a quick learner with a good communication skill can do multi-task and work under pressure.

I have professional experience with over 3 years of extensive Finance, Administration & Accounting. Skills in ERP Packages of SAP R/3 FICO, Business One, Tally ERP 9.0, Peachtree, Quick Books and MS Office.

Experience

Al Qadsyah Transport – Sharjah, U.A.E

Administration Officer (1-12-2017 to Present)

- Submit, follow-up and gather all new work visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers visas and work contracts on time.
- Send notification to employees on required documents before their visa expires.
- Scan & Keep Employees all Records in the System.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- Excellent computer skills and IT knowledge on all Government official smart apps, E-channel, GDRFA applications and other Electronic Funds Transfer.
- Transfer Employees Salary through UAE Exchange Smart Pay Portal.
- Responsible for Monitoring and Managing the Company Day to Day Operation.
- Write and distribute email, correspondence memos, letters and forms.

Assistant Accountant (1-12-2017 to Present)

- Preparation of Company Accounts.
- Responsible for Monitoring and Managing the Company Day to Day Operation.
- Preparation of Daily Income & Expense Statement.
- Verification of purchase bill, Cash payment Vouchers.
- Checking of debtors and creditors outstanding statements monthly.
- Processing of purchase invoices, matching relevant delivery dockets and posting them to the ledger.
- Printing and filing all documentation relating to the sales and purchase ledger on a monthly basis.
- Print all Invoices Credit Notes and Statements monthly
- Make Local Purchase Orders.
- Recording of Cash/Cheques receipts and Deposited to Bank.
- E-Mail /Scan TRN Certificate as and when requested.
- Vendor relation and Customer service.
- General Cashier & Billing.
- VAT Calculation & Payment Through FTA Portal.

Skills

Accounts & Administration

Accounting Packages

- ❖ Tally Erp 9
- ❖ SAP FICO
- ❖ SAP Business One
- ❖ Quick Books
- ❖ Peachtree
- ❖ Microsoft Office

Hobbies

- ❖ Travelling
- ❖ Music

Accountants Service Society – Kochi, India

Assistant Accountant

(1-04-2016 to 30-4-2017)

- Preparation of Bank Reconciliation Statement.
- Knowledge in Value Added Tax (VAT).
- Preparation of Books of Accounts.
- Handling Monthly Journal Entries, Accounts and Various Ledgers.
- Preparation of Cash Book and Day Books.

Education

Diploma in Corporate Accounts & Management	A.S.S Kochi, India
Bachelor of Commerce	Calicut University

Language Skills

- English - Speak, Read and Write
- Malayalam - Speak, Read and Write
- Hindi - Speak, Read and Write
- Arabic - Read and Type
- Tamil - Speak