

## Fuvad KS

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~ Accountant~

*Location Preference: Middle East*

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*To secure a firm place where my in-depth skill set is recognized and utilized in  
Constructive manner to add value to the company as well as my career development*

### PROFILE SUMMARY

A competent professional with over 7+ years of experience in:

- |                          |                                 |                             |
|--------------------------|---------------------------------|-----------------------------|
| ~ Maintaining Payroll    | ~ Petty Cash Handling           | ~ Vat Returning             |
| ~ Cheque Preparation     | ~ Costing & Estimation          | ~ Price Inquiry             |
| ~ Quotation Filling      | ~ Import Documentation          | ~ Transport Coordination    |
| ~ Monitoring Stock Level | ~ Review Payables & Receivables | ~ Negotiate with Supplier s |

### KEY COMPETENCIES AND SKILLS

- Able to work under fast paced environment, willing to learn attitude, time management skills
- Ability to multitask, prioritize and balance high volume work responsibilities. Confident, Determined and Adaptable
- Capable of working under pressure with tight schedules, Skills at clarifying issues and finding solutions
- A team member with excellent analytical, planning, execution, and organizational skills.
- Experience in rate & service negotiations with suppliers and clients.
- Capability to handle operations & customer service independently without supervision
- Good Knowledge of documentation.
- Expert in handling Sea Transshipment's & Consolidation



### WORK EXPERIENCE

ACCOUNTANT -----March 2015 to Aug-2022  
SANITART SYSTEMS LLC

#### ***Role & Responsibilities:***

- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions.
- Compute taxes and prepare tax returns.
- Monitor stock levels and verify purchase requisitions.
- Checking Estimation and making Quotation.
- Identify damaged or defective goods and work out an alternative solution with the supplier.
- Keep detailed records and prepare and submit necessary reports.
- Negotiate policies and contracts with various suppliers.
- Prepare budget forecasts.
- Search available products to find the best combination of quality, price, and delivery.
- Initiating and managing financial and accounting software used by the company.
- Generating the company's financial reports using income and expenditure data.
- Computing taxes.
- Maintaining payroll information by collating, calculating and entering data.
- Resolving payroll discrepancies and answering any employee payroll queries.

- Maintaining all payroll operations according to company policies and procedures.
- Creditor's payment and bill passing.
- Cheque preparation.

ACCOUNTANT \_\_\_\_\_ JUNE 2013-JANUARY 2015  
 Royal Impex Company Bangalore.

**Role & Responsibilities:**

- Preparing quotations & Estimation
- Performing basic office tasks, such as filing, data entry, answering phones and processing the mail
- Handling communications with clients and vendors via phone, email, and in-person
- Processing transactions, issuing cheque, and updating ledgers, etc.
- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Oversee the completion of compensation and benefit documentation.
- Perform orientations and update records of new staff.
- Process payroll and resolve any payroll errors.

**EDUCATIONAL QUALIFICATIONS**

- ^ **Master of Business Administration**, Bharathiar University, Coimbatore, IN (2010-2012)
- ^ **Bachelor of Commerce**, Calicut University, Kerala, IN (2007-2010)

**PERSONAL DETAILS**

Father's Name : Said Mohammed  
 Date of Birth : 27th April 1989  
 Gender : Male  
 Nationality : Indian  
 Visa Status : Visit Visa  
 Visa Expiry : 28<sup>th</sup> April-2023  
 Languages known : English, Hindi, Malayalam & Tamil

**PASSPORT DETAILS**

Passport number : W5016767  
 Place of issue : Cochin  
 Date of issue : 19-09-2022  
 Date of expiry : 18-09-2032

**Declaration**

I do hereby declare that the above furnished information is true to the best of my knowledge and belief.

**Fuvad .K.S**