



ABDUL FAWAZ P

CONTACT

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✉ fawaztkm@gmail.com

📍 UAE

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2021

- University of Kannur, India

HIGHER SECONDARY | 2018

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2016

- Board of Public Examination, Kerala, India

CERTIFICATION DETAILS

Indian and Foreign Accounting

- G-TECH Computer Education Kanhangad

COMPUTER PROFICIENCY

- ❖ MS Office
- ❖ Tally Prime
- ❖ Peachtree
- ❖ Quick Books
- ❖ E- Accounting
- ❖ IFRS & GCC VAT
- ❖ Basic Operation
- ❖ Internet & Email
- ❖ Arabic Typing

PROFILE SUMMARY

Highly motivated, detailed oriented, quick learner and energetic **ACCOUNTANT** with 1 Year and 1 Month of Experience, who has extensive knowledge of accounts payables procedures and general accounting processes and a variety of software programs. seeking to obtain a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Software proficiency

Business intelligence

Financial accounting

Customer Service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EMPLOYMENT CHRONICLE

ACCOUNTANT | 1 year & 1 month

BEKAL HYPER MARKET

KEY RESPONSIBILITIES

- Process day to day transaction.
- Assist and handling enquiries.
- Prepare payment voucher, controlling income & expenditure.
- Prepare monthly report.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.



PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.
- **DATA ANALYSIS**-Data analysis is a necessary skill for accounting. It involves the ability to derive meaningful information from raw data.

LANGUAGES KNOWN

English : Fluent
Malayalam : Fluent
Hindi : Intermediate
Arabic : Beginner

INTERESTS

 Songs  Travelling  Reading

REFERENCE

- Available upon request

PERSONAL INFORMATION

Gender : Male
Date of Birth : 25-03-2000
Nationality : Indian
Marital Status : Single
Permanent Address : Fawaz Villa,Thekkupuram P O
Keekkan, Kasaragod, Kerala, India

PASSPORT DETAILS

Passport Number : S0253032
Date of issue : 28-03-2018
Date of Expiry : 27-03-2028
Place of Issue : Kozhikode

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ABDUL FAWAZ P