

Curriculum Vitae



FAZIL ALI

Accountant/HR Administrator

Mobile: +971 50 860 1186

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Career Objective:

Looking for a challenging roll in Accounts / HR Administrator where my knowledge and skills can make a significant impact on the growth of the business

Work Experience:

Job Title : Accountant

Period : From 15-06-2017 to 30-04-2023

Company & Duties : ARABIAN Boutique (Group of ladies and men's wear) Kerala, India

- Manage all Accounting transaction
- Publish financial statement in time
- Compute taxes and prepare tax returns
- Creating promotional information to drive business
- Testing new marketing opportunities
- Building relationships with media outlets

Education Qualification

Master of Business Administrate (MBA)

Specification: Human Resources management

Bharathiar University Tamil Nadu, India

Bachelor of Commerce (B.Com)

Specification: Co Operation

Calicut University Kerala, India

Plus Two

Specification: Commerce

Directorate of Higher Secondary Education Government of Kerala

Secondary School Leaving Certificate (SSLC)

Government of Kerala

Computer Knowledge

**Tally,
Microsoft Word, Excel Etc.**

Personal Strengths

- Efficient, Fast learner, responsible, honest, hardworking, Punctual & Organized.
- Can work independently or as a team.
- Willing to be trained, very eager to learn and acquire new experiences.

Personal Information

- Nationality : Indian
- Date of Birth : 27-Oct-1993
- Gender : Male
- Marital Status : Married
- Passport number : X7218163
- Languages Known : English, Hindi, Malayalam & Tamil
- Driving licensee : Yes (India)
- Visa status : Visit Visa

I hereby declare that all the above statements made in this resume are true to best of my knowledge and belief.

**Thanking you
Sincerely,
Fazil Ali**