

FASIL KUNHAHAMMAD

Cashier/Foreign Currency Exchange Teller/Accountant

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United Arab Emirates



Scanned with CamScanner

PERSONAL STATEMENT

To be a part of progressive organization which utilizes my experiences, analytical skills and commitment to perform quality work while giving me an opportunity to work in a challenging environment and to enrich my knowledge and understanding.

PROFESSIONAL EMPLOYMENT HISTORY

Destination Travels

Kerala - India (01-06-2021 to 10-09-2022)

Accountant

- Maintained all types of Accounting vouchers entry like Payment/Receipt/ Contra/ Journal/ Purchase/ Sales etc in ERP.
- Handled bank reconciliations.
- Prepared daily/weekly cash position report.

Redha Al Ansari Exchange

Dubai – UAE (22-04-2018 to 15-04-2021)

Cashier & Foreign Currency Exchange Teller

Key Responsibilities:

- Offering exceptional customer service to differentiate and promote the company brand.
- Counting currency and exchanging quickly allowing clients to quickly obtain desired currency.
- Proficient in exchanging multiple international currencies.
- Translating language issues and explaining currency process to the clients in order to ensure smooth functioning of company's objectives.
- Maintaining balance record with 100% accuracy.

Yes India Tours & Travels

Kochi – India (03-08-2015 to 31-10-2017) 2.2 Years

Assistant Accountant

Key Responsibilities:

- Maintained all types of Accounting vouchers entry like Payment/Receipt/ Contra/ Journal/ Purchase/ Sales etc in Tally ERP.
- Co-ordinated with sales team for bills receivables and follow up for payments.
- Prepared and reviewed revenue, expense, invoices and other accounting documents.

Trust Exchange Co. W.L.L

Doha – Qatar (2013 to 2015) 2 Years

Counter Clerk

Key Responsibilities:

- Provided excellent customer service to the customers
- Attended customers for all business transactions at the counter.
- Attended customers for making Remittance, currency exchange, demand drafts / telex transfer / electronic transfer etc.



Language Efficiency

- English
- Hindi
- Malayalam
- Arabic



Core Strength

- Teamwork
- Time management
- Strong Work Ethic
- Problem Solving
- Critical Thinking
- Leadership
- Customer oriented
- Computer literate



Skills Attained

- Excellent oral and written English communication skills
- Numerical skills
- Excellent Microsoft/Open Office skills



G Grace Leasing Company Private Ltd

Kerala – India (2012 to 2013) 1 year

Cashier cum Accountant

Key Responsibilities:

- Responsible for the daily cash activities (Receiving money, Entering receipts & Reconciling).
- Ensured timely depositing of cash in the Bank
- Receive registrations of new customers

BRD Group of Companies

Kerala – India (2008 to 2011) 3 years

Cashier cum Accountant

Key Responsibilities:

- Handling cash and banking functions.
- Preparing vouchers, cash book and monthly receivables statements.
- Preparing bank reconciliation statements at regular intervals.
- Conducting reviews of accounts and statements periodically.
- filing and auditing petty cash envelopes.



Passport Details

Passport No : R 3327286

Validity : 10-08-2027

ACADEMIC QUALIFICATIONS

▪ Bachelor Of Commerce (B.com) 2004-2007

Accounting & Finance(Calicut University- India)

COMPUTER SKILL

▪ Advanced Diploma in Manual & Computerized Accounting:

Manual Accounting & Tally ERP 9(Accounts Academy)

▪ Microsoft Office:

Word, Excel, PowerPoint, Access, Outlook

▪ Operating Systems:

Windows 98 / 2000 /XP/Vista/ Windows7/Windows

PERSONAL PROFILE

Sex	:	Male
Religion	:	Islam
Nationality	:	Indian
Date of Birth	:	02 May 1985
Marital Status	:	Married

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.