

**FAISAL AHMED.N**  
**ACCOUNTANT**

MOROSHID BUILDING  
# Plot No 563, Flat No 205 (2<sup>nd</sup> Floor),  
AL SATWA, DUBAI U.A.E.



E-mail id: [faisalahmed.nfa@gmail.com](mailto:faisalahmed.nfa@gmail.com)

PH:+971542285107

**OBJECTIVE:**

Conscientious Accountant with six year track record proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Seeking a position as an Accountant where extensive experience will be further developed and utilized.

**EDUCATIONAL QUALIFICATION:**

- Master of Business Administration in (Marketing & Finance) , **B.S. ABDUR RAHMAN CRESCENT UNIVERSITY**, Chennai in 2014 - 2016
- Bachelor of Business Administration in Shanmuga College, **THIRUVALLUVAR UNIVERSITY**, Tiruvannamalai. 2011 – 2014
- Higher Secondary at SMMHS School, Tiruvannamalai. MAR-2011

**WORK HISTORY:**

- **Jagco Metal Industries Pvt. Ltd** – Tiruvannamalai - Tamilnadu, India.  
**Accountant & Admin (2017-2019)**
  - Performed general office duties and administrative tasks.
  - Managed the internal and external mail functions.
  - Performed All Banking works.
  - Managed Payroll function for employees.
  - Preparing daily expenses & receipts reports.
  - Maintaining all the company records and files.
- **AL Muharraaq Tech Cont LLC** – Sharjah, United Arab Emirates.  
**Accountant (2019–2021)**
  - Performed accounts receivable and payable functions for construction expenses.
  - Monitored and recorded company expenses
  - Perform daily operations administration works.
  - Prepared company accounts and tax returns for audit.
  - Coordinated monthly payroll functions for employees.
  - Prepared annual company accounts & reports.
  - Performed All Banking works.
- **MARUTHI SUZUKI ARENA** -Tiruvannamalai Tamil Nadu.  
**SALES EXECUTIVE (2021-2023)**

**STRENGTHS:**

- Confident, Optimistic and Ready to take challenges.
- Highly trustworthy, discreet and ethical.
- Good communication skills, good analytical writing and word processing skills.
- Good logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approach to problems.
- Ability to deal with people diplomatically.
- Working under deadlines and strongly adaptable.
- Resourceful in the completion of projects, effective at multi-tasking.

**COMPUTER SKILLS:**

- M.S Office
- Tally Erp.,
- Busy Accounting software

**PERSONAL DETAILS:**

Name : FAISAL AHMED

Father's Name : NISAR AHMED

Date of Birth : 26-05-1993

Nationality : Indian

Marital Status : Married

Languages Known : English, Tamil, Hindi,  
Malyalam

Visa status : Visit visa

Visa validity : 13/07/2023

Passport Detail : P9178027

Present Address : Faisal Ahmed  
MOROSHID BUILDING  
Plot No 563, Flat No 205,  
(2<sup>nd</sup> floor) Satwa, Dubai  
U.A.E.

**DECLARATION:**

I hereby declare that all the above information is true and up to the best of my knowledge and Belief.

(FAISAL AHMED )