

FAIZAN RANA

ACCOUNTANT / TELEX CLERK



MALE

19/11/1993

0544737201

ranafaizan626@rediffmail.com

Abu Hail, DUBAI

SKILLS

● Language

English, Hindi, Urdu And Arabic (Basic)

● Computer

Microsoft Excel
Microsoft Word
Basic knowledge

● Other Skills

- Organizational skills.
- Quick learner.
- Commercial awareness.
- Ability to work under pressure.
- Software skills (Tally ERP 9).
- Well aware of accounting and GST R1 and GST 2A ,2B compliance,

ACHIVEMENTS

2020: My greatest achievement was in my previous role where I helped the company take the responsibility as a branch in-charge due to branch in-charge stuck his country during COVID-19 pandemic.

INTERESTS

Music, Swimming

OBJECTIVE

To attend and achieve my dreams and sincerity hard work and dedication or contribute to societies growth and achieve greater heights in work area and make the world batter place to live in.

EDUCATION

● Manav University

Graduation 2012 - 2014
- (Incomplete)

● Government Inter College

Intermediate-Science 2011 - 2012

● Government Inter College

High School 2009 - 2010

WORK EXPERIENCE

● Aksha Trading Co, IND

Accountant Jan 2022 - Aug 2023

- Tally data entry including journal entries, sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Prepare bank deposits and cheque deposit for NEFT, RTGS, IMPS.
- Prepare payroll.
- Maintain accounting documents and records, ensuring all files are up to date
- Handling petty cash.
- Co-ordination with tax consultant for sale and purchase bills to apply in GST R1 and 2A portal.
- Prepare balance sheet, profit & loss account.
- Coordinate transactions with suppliers via emails or telephone calls.

● Al Bader Exchange, UAE

Telex Clerk Nov 2019 - Nov 2021

- Comply in KYC and AML procedures.
- Handle sending and receiving transactions to different countries.
- Used Western Union, Xpress Money, Transfast, Instant Cash, Uremit, Iremit, and Symex for transfers.
- Attend customer complaints, rate and other enquirers.
- Coordinate transactions with agents via emails or telephone calls.
- Used WPS SIF for salary deposits.

REFERENCE

Will be provided on demand

- Process application of ATM card creations such as; new card, renewal and reissue.
- Prepare bank deposits and cheque deposit.
- Ensure that the Daily Transaction Report is tally.
- Perform other duties as per the requirements or instructions from the management.

● **Sushila Jaswantrai Maternity & General Hospital**

Assistant Accountant May 2015 - Oct 2019

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing financial reports on a regular basis and providing information to the finance team.
- Completing bank reconciliations on a regular basis.
- Prepare bank deposits and cheque deposit for NEFT, RTGS, IMPS.
- Entering financial information into appropriate software programs.
- Prepare payroll.
- Managing company ledgers.
- Processing business expenses.
- Managing day-to-day transactions.

● **Anand Hospital**

Bookkeeper Apr 2013 - Mar 2015

- Prepare bank deposits.
- Prepares bill for sale.
- Keep records of purchasing.
- Create and update expense reports.
- Maintain accounting documents and records, ensuring all files are up to date
- Prepare bank deposits and cheque deposit.

ACTIVITIES

● **Meerut College**

Event planner 2013 - NOW

- Organizing event in the college and coordinating with the team.
- Responsible to well-organized with multi-tasking skills.
- Planned and implemented events according to college requirements.