

MOHAMMED FARZIL V.V

Personal Details

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- Address : AL AIN HILI SANAIYA
NEAR KALIMA HYPERMARKET
- Date of Birth : 13-05-1991
- Marital Status : Married
- Nationality : Indian
- Religion : Islam
- Driving Licence : UAE DRIVING LICENCE



Objective

TO ENHANCE MY PROFESSIONAL SKILLS, CAPABILITIES AND KNOWLEDGE IN AN ORGANISATION WHICH RECOGNIZES THE VALUE OF HARD WORK AND TRUST ME WITH RESPONSIBILITIES AND CHALLENGES.

Education

Course / Degree	School / University	Grade / Score	Year
B.COM WITH COMPUTER APPLICATION	BHARATHIAR UNIVERSITY	85%	2015
+2	KERALA STATE HIGHER SECONDARY BOARD	70%	2012
S.S.L.C (10TH)	KERALA STATE PUBLIC EXAMINATION BOARD	75%	2010

Experience

- **MANAGER,ACCOUNTANT & PRO** 1/4/2021 -
AL ARA GIFTS & FLOWERS,ORO CAFE , AND LIALI AL ANDALUS COFFEESHOP & RESTAURANT - AL AIN HILI SANAYIA
Current Work Experience:Manager, PRO, and Accountant

As Manager

- » Oversee daily business operations and ensure smooth workflow.
- » Manage staff, assign duties, and monitor performance.
- » Develop business strategies to increase sales and customer satisfaction.
- » Maintain supplier relationships and negotiate better pricing.
- » Handle inventory management, procurement, and stock control.
- » Ensure high-quality customer service and resolve operational issues.
- » Conduct market research to identify new growth opportunities.

As Public Relations Officer (PRO)

- » Handle company documentation, including trade licenses and legal approvals.
- » Manage employee visa applications, renewals, and cancellations.
- » Ensure adherence to UAE labor laws and company regulations.
- » Assist in business setup, registration, and regulatory approvals.

As Accountant

- » Manage bookkeeping, financial records, and daily transactions.
- » Prepare financial reports, balance sheets, and profit & loss statements.
- » Handle accounts payable, receivable, and ensure timely payments.
- » Conduct bank reconciliations and monitor cash flow.
- » Process payroll, employee salaries, and benefits.
- » Calculate and file VAT, tax returns, and other financial obligations.

» Assist in budgeting, cost control, and financial planning.

• **ACCOUNTANT**

30/8/2017 - 20/03/2021

AL JAMAEYA ALAIN SANAYIA

- » Managed daily financial transactions, bookkeeping, and ledger entries.
- » Prepared financial statements, including balance sheets and profit & loss accounts.
- » Handled accounts payable and receivable, ensuring timely payments and collections.
- » Bank reconciliations and monitored cash flow.
- » Processed invoices, payroll, and employee reimbursements accurately.
- » Calculated and filed VAT, tax returns, and other regulatory requirements.
- » Maintained organized financial records and assisted in audit preparations.

• **ACCOUNTANT**

2015 - 2016

COSIMO INTERIORS BANGALORE INDIA

- » Managed daily accounting tasks, including bookkeeping and financial record-keeping.
- » Prepared and maintained financial statements, balance sheets, and profit & loss accounts.
- » Processed invoices, payments, and handled accounts payable & receivable.
- » Conducted bank reconciliations and ensured accurate financial reporting.
- » Calculated and processed TDS, and other tax-related filings.
- » Managed payroll processing and employee reimbursements.
- » Maintained accurate financial documentation and records for internal and external use.

• **MANUAL ACCOUNTANT TRAINEE**

2014 - 2015

ACCOUNTS ACADEMY THRISSUR KERALA

- » Assisted in recording financial transactions manually in ledgers and journals.
- » Maintained cash books, general ledgers, and subsidiary accounts.
- » Processed invoices, receipts, and payments without using accounting software.
- » Assisted in reconciling bank statements and cash balances.
- » Prepared trial balances and basic financial statements manually.
- » Helped in calculating taxes, deductions, and other financial obligations.
- » Learned fundamental accounting principles and bookkeeping techniques.
- » Assisted in preparing reports on income, expenses, and financial position.

• **PSYCO-LINGUISTIC TRAINEE**

2011 - 2012

ANGLO INTELLIGENTSIA THRISSUR KERALA

- » Assisted in psychological and linguistic research on language acquisition and cognitive processes.
- » Conducted experiments and assessments related to language processing and comprehension.
- » Analyzed speech patterns, language disorders, and cognitive responses in participants.
- » Worked with professionals in psychology and linguistics to understand language development.
- » Observed and documented linguistic behaviors and psychological reactions.
- » Assisted in data collection, transcription, and analysis of linguistic research findings.

Skills

- COMMUNICATION ABILITY
- DEDICATION, HARD WORK, PUNCTUALITY
- LEADERSHIP QUALITY
- MS OFFICE
- TALLY ERP9
- PEACHTREE
- IIKO SOFTWARE

Languages

- » ENGLISH » HINDI » TAMIL » MALAYALAM