

FAZIL PM

TELLER AND FOREIGN CURRENCY CASHIER



CONTACT

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- DUBAI, UAE

EDUCATION

- Bachelor of Commerce**
Dr. C.V. Raman University, Bilaspur,
2014
- Certificate Course in Manual Accounting**
GTECH Computer Education, Kannur,
India, 2012

SKILLS

- Accounts Payable and Receivable
- Bank Reconciliation
- Journal Entry Posting
- Financial Reporting
- Invoice Preparation and Billing
- Cash Handling and Management
- Foreign Currency Transactions
- Account Reconciliation
- Audit Support
- Expense and Payroll Review
- Data Entry and Database Management
- Customer Service
- Compliance with Financial Regulations
- Fixed Asset Accounting
- Financial Statement Preparation

LANGUAGES

- English
- Arabic
- Hindi
- Malayalam

PROFESSIONAL SUMMARY

Experienced finance professional with strong skills in accounts payable and receivable, bank reconciliation, and financial reporting. Proven ability to manage cash handling, foreign currency transactions, and maintain accurate financial records. Skilled in preparing invoices, supporting audits, and ensuring compliance with accounting standards. Detail-oriented and able to work effectively under pressure to meet deadlines. Committed to delivering reliable financial support and excellent customer service.

WORK EXPERIENCE

TELLER AND FOREIGN CURRENCY CASHIER

(SEP 2018 - PRESENT)

LULU INTERNATIONAL EXCHANGE LLC, SHARJAH

- Maintained accurate branch records and prepared daily and monthly reports
- Managed accounts payable by processing payments and resolving vendor issues promptly
- Handled accounts receivable, followed up on outstanding payments, and reconciled accounts
- Generated monthly invoices and ensured timely client billing with credit terms
- Prepared bank reconciliations, processed receipts, and managed cheque inputs
- Performed foreign exchange transactions and managed inter-branch transfers
- Supported audit processes by providing necessary documentation and maintaining petty cash
- Provided excellent customer service and handled cash transactions efficiently

ACCOUNTANT

(03 APR 2012 - 17 DEC 2014)

ACCOUNTS CONTRACTORS, COCHIN, INDIA

- Recorded and posted journal entries to keep accurate financial records
- Updated accounts receivable and payable and performed account reconciliations
- Prepared financial statements including balance sheets and income reports following company policies
- Reviewed payroll and expense reports to ensure accuracy
- Maintained financial data in databases for timely access and reporting
- Assisted in monthly and yearly closing activities and special accounting projects

ACCOUNTANT

(JUN 2008 - MAR 2010)

THE PATIN PU WORLD

- Prepared special financial reports and completed assigned projects
- Corrected accounting errors by posting adjusting entries
- Reconciled ledger accounts including receivables, payables, and fixed assets
- Ensured confidentiality and security of financial data through proper backups
- Maintained accounting controls and complied with financial regulations