

FAZIL P.M

TELLER AND FOREIGN CURRENCY
CASHIER

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📍 AJMAN, UAE, DUBAI, United Arab Emirates,
DUBAI, United Arab Emirates

ABOUT ME

I am eager to immerse myself in a highly competitive environment, bringing a strong sense of dedication to tackle challenging roles. My motivation is fueled by the desire to forge a bright career through unwavering personal effort and determination, with the goal of contributing significantly to a respected organization.

EDUCATION

BACHELOR OF COMMERCE
*DR. C.V. RAMAN UNIVERSITY,
Bilaspur
2014*

- Completed Bachelor of Commerce in first division from Dr.
- C.V.
- Raman University, Bilaspur

**CERTIFICATE COURSE IN
MANUAL ACCOUNTING**
*G.TEC COMPUTER
EDUCATION, Kannur, India
2012*

- Completed Certificate course in Manual Accounting with 'A' grade from G.Tec Computer Education, Kannur, India.

SKILLS

SUPERVISING

CASH HANDLING

TEAMWORK

TIME MANAGEMENT

ACCOUNTANT

EFFECTIVE
COMMUNICATION

CRITICAL THINKING

MICROSOFT EXCEL

DATA INTERPRETATION

FINANCIAL REPORTING

DATA VISUALIZATION

BUSINESS INTELLIGENCE
SOFTWARE

CLOUD-BASED SOFTWARE

QUICKBOOKS

REVENUE RECOGNITION

LANGUAGE

ENGLISH

WORK EXPERIENCE

TELLER AND FOREIGN CURRENCY CASHIER
| LULU INTERNATIONAL EXCHANGE LLC | Sharjah, UAE | Jan 2018 - Present

- Keeping proper record of the branch and making day end reports.
- Accounts payable, includes processing payment, following up with vendors and resolving discrepancies in a timely manner.
- Accounts receivables, responsible for overseeing receivables and following up with debtors outstanding dues local and foreign collections, and account reconciliation.
- Responsible for generating monthly invoices to clients with credit terms.
- Preparing bank reconciliation statement, receipts and input parties' cheque.
- Posting day to day journal entries.
- Balancing books of accounts.
- Direct dealing with foreign exchange markets.
- Bank transfer, payment solution and check allocation.
- Inter branch transfer and acceptance.
- Transaction releasing.
- Working knowledge of MS Office and database.
- Supporting the auditors for audit.
- Maintaining petty cash and tracking reimbursement.
- Act as a customer service representative.
- Handling cash of the branch.

ACCOUNTANT | ACCOUNTS CONTRACTORS | Cochin, India
| Apr 2012 - Present

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Preparation of monthly/yearly closings.
- Assist with other accounting projects.

ACCOUNTANT | URDO PATIN - THE PU WORLD | Jun 2008 - Present

- Provides financial status information by preparing special reports; completing special projects.
- Corrects errors by posting adjusting journal entries.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals.
- Secures financial information by completing database backups; keeping information confidential.
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.