

# Fausan M M

fousanhaneef@gmail.com

+971 566988502, +91 9895055952

UNITED ARAB EMIRATES - DUBAI



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## Summary:

A Graduate with 5 years of core accounting experience with excellent understanding and knowledge into UAE Accounting & Bookkeeping practices. Proficient in managing Accounts Payables, Account Receivables, Passing JV entries, Bank Reconciliation, Documentation, Payroll & support year end Auditing. Good communication skills with proven expertise in handling invoices and receivable for the organization. Well versed in MS office skills and provided timely feedback to top management on financial performance and profitability.

## Experience:

### Accountant / Admin

**Fine Build Mart Building Materials Trading L.L.C**

**Aug 2017 – Present**

**Dubai, UAE**

### Duties & Responsibilities

- Handling & coordinating the day-to-day operations of the accounting department.
- Performing accounting duties throughout the project, by preparing invoices, estimating cash flow, and signing off on purchase orders.
- Performing regular internal audits and resolving discrepancies.
- Developing and maintaining strong relationships with vendors and suppliers.
- Preparing and analyzing financial statements like cash flow statements, balance sheets and profit and loss statements.
- Assist with and act as the primary point-of-contact for auditor requests.
- Preparing, organizing and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Updating computer records using a database and Maintaining office systems.

### Sales Associate (Part time)

**Reliance Digital Express Mini**

**Sep 2015 – May 2017**

**Aluva, India**

### Duties & Responsibilities

- Responsible for working with the Sales team to onboard and integrate new clients and developing existing client relationships
- Liaise between the customer and internal teams
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives

**Education**

**Bachelor of Commerce, Marketing Management.**  
MES T.O Abdulla Memorial College, Kunnukara

**2013 -2016**

**Higher Senior Secondary Certification (XII)**  
St. Antony's Higher Secondary School, Mala

**2013**

**Secondary School Leaving Certificate (SSLC)**  
Holy Child EMHSS, Snehagiri - Mala

**2011**

**Computer Skills:**

- SAP
- Zoho
- Falcon ERP
- Tally ERP
- Quickbooks
- MS Office - Excel & Word

**Personal Details**

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|-------------------|---|--|
| Name              | - | Fausan M.M   |
| DoB               | - | 16-06-1993   |
| Nationality       | - | Indian   |
| Gender            | - | Male   |
| Religion          | - | Islam  |
| Marital Status    | - | Single   |
| Permanent Address | - | Manjalvalappil House, S/o Mohammed Haneefa Mala Pallipuram,P.O,<br>Thrissur – 680732 Kerala, India |

**Passport & Visa Details:**

Passport No : R 3514052  
Date of Expiry : 17.08.2027  
Visa Status : U.A.E. Employment Visa (valid visa)

**Declaration:**

I, hereby declare that all information given above is true and correct to the best of my knowledge.

Your Faithfully,

**Fausan Haneef**

**Place: Dubai**