

## CURRICULUM VITAE



**NAME:** FAIZAN HASSAN

**CONTACT DETAILS:**

**MOBILE NO:** +971556150822

**EMAIL:** [mdfaiz993@gmail.com](mailto:mdfaiz993@gmail.com)

**ADDRESS:** Dubai, UAE

**PERSONAL NARRATIVE:**

**FATHER'S NAME:** R. Hassan Basha

**DOB:** 20/09/1993

**SEX:** Male

**NATIONALITY:** Indian

**MARITAL STATUS:** Unmarried

**LANGUAGES KNOWN:** English, Hindi, Urdu, Tamil.

**HOMETOWN:** Ambur, India

**PASSPORT:** N6436889

**VISA STATUS:** Visit visa

**Career Objective:**

An ambitious, enthusiastic and talented individual with a strong aptitude in accounts. An expert with extensive knowledge in working with different Accounting application. I am looking forward to work as an accountant to contribute to the company's growth with my interpersonal skills and subject. I am looking to work for an employer who offers a modern and friendly working environment.

**Company Name:** LEDER PLANNET - Ambur

**Designation:** Accountant

**Date of Joining:** July 1<sup>th</sup> 2015

**Date of Resignation:** July 30<sup>th</sup> 2023

**Job Description:**

- Handling the company financial records, including accounts Payable/ Receivable and General Ledger
- Preparing the Trading and Profit & Loss Accounts including Balance Sheet.
- Maintaining monthly Bank Reconciliations Statements.
- Preparing Cheque and online banking transaction for suppliers.
- Export/Import payment and documents preparation (Export letter of credit, CAD, bill of exchange).
- Supplier LC payment document preparation.
- Maintaining Employees Wages and salary advance records in Tally and Ms Excel.
- Recording Daily entries in accounting system and verifying invoices bill receipts.
- Preparing Sales and Purchasing invoices in advance Tally.
- Purchase Order & Service Order Verify.
- Debit Note and Credit Note Entry.
- Monthly Budget Report Preparation
- Maintaining petty cash, expense sheets and company cash handling.
- Handling daily Business and Financial transaction.
- Monthly Petty Cash, Expenses sheets and company cash handling.
- Reconcile monthly Sales & Purchase Journal with Debtors / Creditors accounts.
- Follow up Outstanding Payments with Client reconciliation of customer accounts.
- Assisting in auditing and taxation processes of the company.
- Maintaining Audit pass standard JV for provisions entries.
- Preparing VAT returns on monthly basis and submitted to Auditors
- Verify Monthly Input & Output Tax Credit`
- Reconcile Books of Accounts vs VAT return
- Assisting in Annual VAT reporting with Auditors

- Monthly review and reconciliation of all VAT Accounts.
- Monthly TDS Preparation and making payment through online.
- Income Tax Advance payment through online.

**Company Name: Younus Salim & Association (Tax Consultant)-Bangalore**

**Designation:** Assistant Accountant

**Date of Joining:** August 5<sup>th</sup> 2014

**Date of Resignation:** May 30<sup>th</sup> 2015

**Job Description:**

- Purchase & Sale and all Accounting Entries Through Computer
- Preparing Monthly and Annual Returns for Sale Tax (VAT & GST)
- E-Filling of Returns
- Preparation of Trading and Profit & Loss A/c and Balance Sheet
- Preparation of Manual Accounts
- Preparation of TDS & Income Tax

### **Educational Qualification:**

#### **GRADE**

HIGH SCHOOL - SSLC

2010-2011

Mazharul Uloom Higher Secondary School, Ambur

HIGHER SECONDARY SCHOOL - HSC

2008-2009

Mazharul Uloom Higher Secondary School, Ambur

Field of Study- Commerce, Accountancy, Economics & Computer Application

B.COM (COMPUTER APPLICATION)

2011-2014

Islamiah College (Autonomous), Vaniyambadi

Field of Study– Commerce, Business Law, Income Tax, Accountancy, Banking

#### **Professional Skills:**

- Proficient in Microsoft Word, Excel, Outlook, PowerPoint & Outlook.
- Software Knowledge in Tally Prime & ERP 9
- Excellent organizational skills and quick in typing
- Effective communication skills and fluent English
- Ability to multitask and remain motivated and positive.
- Able to liaise with customers & suppliers.
- Good IT systems knowledge and be able to adapt to new procedures quickly.
- Able to work well individually and as part of a larger team

#### **Hobbies:**

- Cricket
- Travelling
- Internet Surfing
- Basketball.

#### **Declaration:**

I hereby declare that the above mentioned details are correct and true to my knowledge.

**DATE:**

**PLACE:**

**(FAIZAN HASSAN)**