

CURRICULUM VITAE



NAME: FAIZAN AHMED

CONTACT DETAILS:

MOBILE NO: +971556150822

EMAIL: 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: Zealcon Technical Services LLC - Dubai

Designation: Accountant

Date of Joining: 12th October 2023

Date of Resignation: 12th Dec 2023

Job Description:

- Preparing Invoices and updating the Project Payments in SAP.
- Maintaining monthly Bank Reconciliations Statements.
- Preparing Cheque and online banking transaction for suppliers.
- Handling daily Business and Financial transaction.
- Updating Project Cost sheet in Ms. Excel.
- Handling Petty Cash.
- Consolidate Various Accounting Statement Reports
- Follow-up for Project Payments to Client.

Company Name: LEDER PLANNET - Ambur

Designation: Accountant

Date of Joining: July 1th 2015

Date of Resignation: July 30th 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 5th 2014

Date of Resignation: May 30th 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 AHMED)

