



## MUHAMMED FASEEH K

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### E-MAIL:-

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### PERSONAL DATA

**Father Name** : Abdul Majeed k  
**Date of birth** : 31/03/1995  
**Sex** : Male  
**Nationality** : Indian  
**Religion** : Islam  
**Marital Status** : Married

### LANGUAGE PROFICIENCY

English (Read, Write, Speak)  
Malayalam (Read, Write, Speak)  
Hindi (Read, Write).

**Have valid Bahrain Driving license**

## CURRICULUM VITAE

### Career Objective:

“To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company”.

### Profile:

A highly detail orientated and dependable professional who has the ability to apply his accounting knowledge and experience to a diverse range of financial field with 4+ years working experience in accounts and office administration .

### Educational Qualification:

- ACCA (pursuing)
- Bachelor of Commerce (Finance)
- PLUS TWO (Kerala Board Of Higher Secondary Examinations)
- SSLC (Kerala board)

### Work Experience:

#### ➤CHIEF ACCOUNTANT

LAYALI CLEANING

(2018 feb-currently working)

Hajiyat, Riffa Kingdom of Bahrain

#### Key Responsibilities:-

- Day to day sales transaction recording
- Maintain financial reports, records, and general ledgers.
- handle Accounts payable and recievables
- payroll preperation
- Finalizaion of accounts
- Office administration
- Handle of LMRA/GOSI
- VAT preperation and submission
- Assisting external auditor
- Day to day banking acivities and bank reconciliation.

- **ACCOUNTANT** - 2015 January to 2017 November

Al Hira International School- Valnachery

**Key Responsibilities:**

- Maintain financial reports, records, and general ledgers.
- prepare and analyze budgets
- Billing activities, such as accounts payable and accounts receivable
- Salary slip preparation.

**Professional Qualification :**

- Accountant in business
- Diploma in Gulf VAT
- Management accounting
- Financial accounting
- Corporate and business law
- Tally ERP
- Technical knowledge in Microsoft word,Excel
- Certificate in HARDWARE & NETWORKING

**Personal Profile:**

- Disciplined, Dedicated & Hard Working
- Ability to work under deadlines and as part of a team and Multi-Task Operations
- Confidence and positive thinking and high initiative with strong self-management skills

**Skills:**

- Tally ERP
- Microsoft Office (word, Excel etc)
- Quikbooks (Intermediate)
- Good Communication skill

**Declaration:**

I hereby declare that all the details furnished above are true and to best of my knowledge and belief, So I am applied for a suitable post in your company.

Place: Rifa, Bahrain

**MUHAMMED FASEEH K**