

CURRICULUM VITAE

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Career objective:

Accounting professional with 4years of experience as on Account Assistant, Strong understanding of all aspects. accounting and financial management & providing executive administrative support manage multiple assignments, while meeting tight deadline schedules etc, communication skills. Performing work in an ethical manner while consistently maintain the integrity of all financial data. Proficient in Various Accounting software Etc., Dedicated to providing exemplary work and supporting the overall.

WORK EXPERIENCED DETAILS:

SALEH AL JALLAWI (B.s.c) closed (Bahrain)

From : June -2019 onwards

Designation : Assistant Accountant

DUTIES & RESPONSIBILITIES:

- Preparing foreign purchase order as well local purchases
- Prepare material request
- To reconcile daily cash from different location's
- To issue contra journal entry for (PDC,CASH)
- To prepare receipt voucher
- Issue foreign as well as local goods receipt note's
- providing information for auditors
- Follow up with clients pertain collection of receivables and payables.
- Preparing Bank reconciliation statements
- Preparing vat remmitence report
- Verify tax invoice's & Cash memo's
- Verify issue note's
- To keep the record's of pdc cheque upto date
- Filing and recording the documents

YUMMYS KITCHEN

Location : Karnataka State– India

From : June -2015 to Feb-2017

Designation : Junior Accountant

DUTIES & RESPONSIBILITIES:

- providing information for auditors
- Follow up with clients pertain collection of receivables and payables.
- Preparing Bank reconciliation statements and Prepaid schedules
- Maintain up-to-date billing system, generate and send out invoices
- follow up on, collect and allocate payments, carry out billing, collection and reporting

Academic Qualifications:

- Bachelor of Commerce. Anjuman Arts, Science & Commerce College
- Pre-university course of commerce in Anjuman college Bhatkal-karnataka
- Accounting software's, Tally 9.
- Daimond catalyst Erp 8.
- Microsoft Excel ,Microsoft word

Accounting Skills:

- Responsible for Payment against payables accounts & Receivable accounts.
- Proficient with all major accounting software and in Computer Applications
- Superior ability to handle multiple accounting tasks well experience in setting up of accounts
- Inventory checking
- Strong communication skills & information and task monitoring,
- Working as a team work
- Commitment to maintenance of accounting principles.

Personal Details:

Nationality : Indian

Marriage Status : Single

Visa Status : Employment visa (Release available)

Language Known : ENGLISH, HINDI, URDU, KANNADA, KONKANI