

MUHAMMED FARIS V.A

Dubai, UAE.

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ACCOUNTANT

CAREER SUMMARY

Sales and Business Development | Accounts

- **An influential, hardworking in Accounts and sales professional** with 4 years of experience delivering record-breaking growth and profitability through refined sales, visa handling & accounting capabilities.
- **Present a skill set that combines Accounts with sales experience.** Specifically interested in Accounts, sales, visa, ticketing these areas of expertise to deliver value, quality & quantity to the company.

INTEREST/EXPERTISE:

- | | | |
|---------------------|-----------------------|------------------------|
| • Accountant | • Communication Skill | • Reporting Skills |
| • Travel consultant | • Customer Focus | • Business Development |
| • Visa department | • Sales | • Accounting |
| • Merchandising | • Good Team Player | • Negotiation Skill |

PROFESSIONAL EXPERIENCE

1. FLY EVER TRAVELS, UAE

Designation: Accountant & sales department.

From NOV 2020 to Present

2. Clear tours LLC Dubai, UAE

Designation: Accountant & visa department.

From JULY 2017 to MAY 2020

3. Akbar Travels Pvt Ltd, INDIA

Designation: Accountant.

From OCT 2015 to AUG 2016

Key Responsibilities:

- Managing accounting functions for three different entities including accounts payable and receivable as well as payroll, ensuring the integrity & accuracy of internal controls.
- Play a key role in annual audits, complaints, reviews, preparing detailed reports & recommending remediation/corrective measures.
- Managed client billing to vendors, ensuring accuracy by comparing PO to invoices and conducting bank/credit card reconciliations with transactions.
- Completed accounting tasks such as contributing to financial reports, calculating payroll, and entering financial data.
- Maintained constant contact with clients in order to ensure that their needs were met and their accounts were in satisfactory standing.

EDUCATION/QUALIFICATIONS:

- **IATA/UFTAA Consultant Diploma**
International travel & Tourism, Montreal Canada.
Kannanathanam School of Tourism Studies, Kochi, India.
- **Bachelors of commerce,**
Calicut University, Kerala, India
- **Plus Two (Commerce)**
Kerala Board, Kerala, India.
- **SSLC**
Kerala Board, Kerala, India.

LANGUAGES:

English | **Hindi** | **Malayalam** | **Tamil**

PERSONAL DETAILS:

- Date of Birth : 01 /06/1995
- Marital Status : Married
- Passport No. : M0964447
- License : UAE Driving License(Manual)
- Nationality : Indian
- Visa Status : Employment Visa

DECLARATION:

I do hereby declare that information regarding me are true to my knowledge and belief.

Place: Dubai

MUHAMMED FARIS .VA