

MUHAMMED FAZIL KK

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Objectives

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

Work Experience

1. Accountant in ABASSOCIATES Pvt Ltd Company – Calicut from 9th March 2018 to 31st March 2021.

Areas of Activities: Tally ERP 9 & Excel

- Handling both Accounts payable and receivable
- Purchase and Sales Register
- Bank Reconciliation
- Payroll
- Assisting in Preparing Financial reports and Statement

Educational Qualifications

- Bachelor of Commerce - Calicut University
- Plus Two -Kerala Board of Higher Secondary Examination
- SSLC – Kerala Board Public Examination

Computer Knowledge

- Master of corporate accounting and management from IPA Kerala (2017).
- Specialized in MS Office- Microsoft Excel Global Certificate Holder (2017).
- Specialized in Tally ERP 9.0, Sage 50 Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.
- Knowledge in SAP BUSINESS ONE , SAP R3 , SAP MM&SD

Language Competency

- English --- Speak, Write, Read.
- Malayalam ---Speak , Write , Read. ○ Hindi ---Speak , Write , Read

Abilities and Area of Strength

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- Experience in office management with comprehensive problem solving abilities.

Personal Details

- Nationality : Indian
- Date Of Birth : 14/02/1997
- Marital Status : Single
- Passport Number : R1371294 (INDIA)