



CURRICULUM VITAE

Name : **SALMAN FAIRS . K**
Nationality : **Indian**
Age : **29 (5th OCTOBER 1994)**
Profession : **Accountant**
Marital Status : **Married**
Religion : **Muslim**
Gender : **Male**

Contact No. : **+91 9048534998**

E-mail : **farissalman69@gmail.com**

OBJECTIVE:

Seeking a challenging position where my educational and practical experience in the field of Accounting, assists in the Organization's growth and contribute for the achievement of goals with betterment of my career prospect.

CAREER HISTORY

2015-2019 : QPMC DOHA -QATAR
DESIGNATION : Weighbridge Operator

2019-2022 : Maruti Suzuki (AM Motors)
Designation : Sales Executive (POC DSE)

PERSONALITY TRAITS:

- ☐ Ethical, knowing and being able to perform conscientiously and
- ☐ morally Self-Disciplined
- ☐ Sincere and Responsible
- ☐ Trustworthy and Hardworking

Responsibilities Handling: -

- ☐ Prepare Journal Entries from day to day transactions
 - ☐ Preparation of Trial Balance and Profit and Loss
 - ☐ Account Assisting for the Finalization of Balance Sheet
 - ☐ Monthly preparation of Accruals to get the actual cost
 - ☐ Approval of Invoices from the management and prepare the payment voucher and cheque for the payment process.
 - ☐ Monthly Calculation and preparation of employee's salary and settlements.
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Technical Knowledge:

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally 9.0, Peach Tree & Quick Books
- Internet Savvy

Academic Qualification:

Year	Course	Institution/University	% Scored
2014	B.COM(Cooperation)	CALICUT UNIVERSITY	65%
2011	PLUS TWO	Higher Secondary Board Kerala	62%
2009	SSLC	Kerala state	60%

Certified Courses

- DIFA (Diploma in Indian & Foreign Accounting)
- MS OFFICE Specialist 2007
- Advance Certified Professional Accountant (Tally ERP9, Peach Tree, Quick Books and Excel)

Language Known:

- Malayalam
- English
- Hindi

PASSPORT DETAILS:

PASSPORT NUMBER M1520273
PLACE OF ISSUE MALAPPURAM
DATE OF ISSUE 23-08-2014
DATE OF EXPIRY 22-08-2024

CONTACT DETAILS(native):

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Kizhakkethil
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Palakkad 679535
KERALA STATE
INDIA

Email - farissalman69@gmail.com

DECLARATION:

I believe words as well as a piece of paper cannot reflect one's ability and calibre as nice as ones action and devotion. Given the opportunity I will bring home competence with aplomb

Yours Truly
SALMAN FARIS.K

Date:

Place: PATTAMBI



