

MUHAMMED FAYAS A.S

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Career objective

To work in a dynamic environment that provides me a wide spectrum of Experience and exposure.

Educational qualifications

M.Com (Finance)	University of Calicut	2015
BBA (Finance)	University of Calicut	2013
12 Th (Commerce)	State Higher Secondary Board	2010

Work experience

- **Accountant at Human Welfare Foundation, New Delhi** <http://hwfindia.org/>
(From September 2018). **Responsibilities include:**
 - Collecting Bank statement, receipt entry and its monthly reconciliation.
 - Preparing payment cheques.
 - Coordination with the Accounts Department of various NGO's In India.
 - Maintaining accounts of the organization's various projects, programs and preparing its reports.
 - Dealing Petty cash
 - Receiving office cash/cheques and its follow ups
- **Corporate circulation marketing Manager staff at Madhyamam daily, Calicut** <https://www.madhyamam.com/> (June 2017 to August 2018) **Responsibilities include:**
 - Coordination and follow-ups of advertisements of Madhyamam by-products for print and visual media.
 - Managing various branding programs of Madhyamam by-products.
 - By-products selling details, analyzing and preparing its reports.
 - Coordination work for various Madhyamam event's
- **Account executive at e-filing portal private limited, Bangalore** <https://efilingportal.in/> (May 2016-May 2017) **Responsibilities include:**
 - Dealing with the client from initial stage to company incorporation
 - Company registration process such as creating Digital signature, Name approval, MOA, AOA & Company Incorporation(INC 7, DIR 12, INC 22), PAN TAN for the Private Limited company, LLP and OPC According to Indian companies act 2013
 - Vat registration.

Languages

- Malayalam, English, Hindi.

Technical skill

- Working Knowledge regarding application package **MS Office, Tally, CIVICRM**

Academic project

- As a part of Post-Graduation (M com 4th semester) '**Brand preference of two-wheelers among college students at Calicut city**'
- As a part of Under-Graduation (BBA 6th semester) '**Employees satisfaction**' at **SUBIKSHA COCONUTS PRODUCERS LIMITED** Perambra Kerala.

Achievements

- Represented Kozhikode district in state junior Baseball championship.

Personal details

Date of Birth: 3 November, 1992

Present address: Chakyarambath House, Naduvannur PO, Calicut, Kerala 673614

Passport Number: RO351231

Status: Married

Linked In Profile: <https://www.linkedin.com/in/muhammed-fayas-070071119>

Reference

Noufal PK, CEO, Human welfare Foundation, New Delhi (7042898315)

Muhasin M Ali, Marketing Manager, Madhyamam daily, Calicut (9846432933)

CA Neeraj Tehlan, Chartered Accountant, e-filing portal private limited, Bangalore (9716906797).