



FAISAL ABDUL MAJEED

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

PERSONAL

Name
Faisal Abdul majeed

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LANGUAGES

English ★ ★ ★ ★

Hindi ★ ★ ★ ★

Arabic ★ ★ ★ ★

Malayalam ★ ★ ★ ★ ★



WORK EXPERIENCE

Jun 2019 - Present

ACCOUNTANT

AL-ATHARIYYAH EDUCATIONAL TRUST, THRISSUR

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas

Jan 2018 - Jan 2019

ACCOUNTANT

CHALIYAR GRANATES, CALICUT

Responsibilities :

- Raising sales invoices.
- Making purchase orders and follows up.
- Preparing quotations.
- Maintaining stock.
- Maintaining office files properly.
- Assisting in accounting jobs.
- Interacting with customers
- Communicating with bank people

May 2014 - Jul 2017

OFFICE ASSITANT

ABDULLAH AL-AJLAN CONTRACTING EST, AL-KHOBAR, SAUDI ARABIA

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

Jul 2011 - Jul 2013

ACCOUNTANT

AL-AMEEN TYRE TRADING L.L.C, UMM AL QUWAIN-UAE

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable

- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulation

May 2009 - Jun 2010

OFFICE ASSISTANT

MADATHIES BUILDERS, THRISSUR

- Manage and maintain VP of Design & Construction schedule, including booking appointments, scheduling conference calls, sending out meeting requests and calendaring regular meetings
- Acts as the fleet program liaison
- Performs other administrative support tasks as needed
- Create capital jobs in Lawson and monitor approvals in SharePoint
- Update job budget and date changes in Lawson
- Process vendor invoices & pay applications
- Provide administrative and clerical support to Construction Department as needed
- Maintaining and ordering of department supplies
- Interaction with Corporate staffs, Division Office staff and store management
- Maintain office and copier supplies



EDUCATION AND QUALIFICATIONS

2008 - 2010

Bachelor of commerce

Calicut university

Jan 2010 - Jul 2010

Computerized financial accounting

Accountants service socitey, Thrissur



SKILLS

Microsoft office



Tally Erp9



DRIVING LICENSE

Valid indian & Saudiarabiya