



FASEEH P

Accountant Fresher

Detail-oriented and highly motivated Accounting professional with hands-on experience in financial record management, bookkeeping, taxation, and reporting across trading, manufacturing, and service organizations. Proficient in maintaining accurate accounting records, preparing financial statements, performing reconciliations, and supporting compliance requirements. Strong working knowledge of Tally Prime, Peachtree, Zoho Books, and MS Excel, with practical exposure to GST accounting and payroll processing. Adept at analyzing financial data, preparing management reports, and supporting audits. Seeking an entry-level accounting opportunity to contribute strong analytical skills, technical expertise, and a commitment to accuracy and integrity in financial operations.

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 United Arab Emirates

WORK EXPERIENCE

Accounts Trainee

Accounts Academy, Kottakkal, Kerala

2024 – 2025

- Gained practical experience in bookkeeping and preparation of financial statements for trading, non-trading, manufacturing, and public limited companies.
- Maintained journal entries, ledger postings, and accounting registers while ensuring accuracy and adherence to accounting principles.
- Handled branch-level accounting transactions and prepared consolidated financial reports for multiple branch entities.
- Performed bank reconciliations, ratio analysis, and preparation of management reports including cash flow, fund flow, and budgets.
- Assisted in GST accounting, return preparation, and filing procedures to ensure statutory compliance and accuracy.
- Worked extensively with Tally Prime and Zoho Books during live training sessions, projects, viva assessments, and practical workshops.

Accountant

MAB TECH Commercial Kitchen Equipment, Malappuram, Kerala

- Maintained and updated accurate financial records including journal entries, ledgers, and reconciliations in compliance with accounting standards.
- Prepared trial balances, profit and loss statements, and balance sheets to support management review and decision-making.
- Managed invoice processing, vendor payments, GST entries, and purchase records while ensuring timely and compliant transactions.
- Performed bank reconciliations and monthly closing activities to improve accuracy and reliability of financial reporting.
- Utilized Tally ERP, Peachtree, and MS Excel for daily accounting operations, data analysis, and audit documentation support.
- Coordinated with internal teams to resolve discrepancies and ensure smooth financial operations.

REFERENCES

Available upon request.

CORE COMPETENCIES

- Taxation and Statutory Compliance
- Ledger Management
- Computerized Accounting Systems (Tally Prime, Peachtree)
- Payroll and Data Management
- Documentation Control
- Financial Accounting and Reporting
- Reconciliation
- Management Reporting and Financial Analysis

EDUCATION

Higher Diploma in Manual and Computerized Accounting (HDMCA)

Accounts Academy, Kottakkal, Malappuram | July 2025

Bachelor of Commerce (Computer Application)

Calicut University – Priyadharshini Arts & Science College, Malappuram | March 2025

Higher Secondary Education – Commerce Stream

GHSS Irumbuzhi, Malappuram | March 2022

SSLC

GHSS Irumbuzhi, Malappuram | March 2020

PROFESSIONAL SKILLS

- Financial Accounting and Finalization
- Bookkeeping and Ledger Maintenance
- Bank Reconciliation and Account Analysis
- GST Accounting and Compliance
- Invoice Processing and Vendor Payments
- Payroll Processing and Reporting
- Trial Balance, P&L, and Balance Sheet Preparation
- Management Reporting and Budget Preparation
- Audit Support and Documentation
- MS Excel, Word, and PowerPoint

PERSONAL DETAILS

Nationality: Indian

Current Location: United Arab Emirates

Languages: English, Malayalam, Hindi

Passport Number: AF399114

Passport Expiry Date: 17 August 2035