



Fuad Puthiya Purayil

Accountant

A dedicated Accountant from India. Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency. Having an ability to work under pressure in a time-sensitive environment, and drive the procurement team to the right direction in time of crises. Looking for a challenging position in growth oriented company, where I can use my extensive business experience to help the company grow and achieve its targets.

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📍 Deira, Dubai



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WORK EXPERIENCE



Accountant

SPD Contracting (Interior & Exterior fit-out Company)

Dubai- UAE

Aug 2022 – Present

- Managing Accounts Payable.
- Preparation of Projects- Profit & Loss A/C
- Check and validate labours timesheet for preparing the payroll, and maintaining list the salary advance, deductions, OT, paid & unpaid leave for easy payroll submission. Review and make necessary adjustment.
- Preparation of Cash Flow Statement
- Preparation of Project wise costing reports.
- Handling of Petty cash and posting as per company T&C.
- processing the payments of Sub-Contractors & Suppliers with respect to the payment terms.
- Verifying all the document from procurement team.
- Support for Audit procedures.
- Handling Asset schedule of the company including asset creation, depreciation also maintaining prepayments schedule.
- Preparation and submission of reports as per management requirements.



Accountant

Malabar Exports

June 2021 – June 2022

Kannur, Kerala

- Preparing and filing of GST returns monthly and TDS, without fail.
- Maintaining sales and purchase invoices.
- Managed accounts payable, accounts receivable
- process payroll details for 12 employees on MS excel
- Monitored and recorded company expenses.
- Responsible to receive and process all invoices, expenses forms and request for payment.
- Prepares payments by verifying documentation
- Reconciled bank on monthly basis.
- Analyse and Ensure all filing is done in a timely and accurate manner.



Assistant accountant

MC Associates (tax consultancy)

Jan 2020 – June 2021

Kannur, Kerala

- Assist to prepare tax return and return filing.
- Maintaining clients business transactions accurately.
- Posting journal entries and maintaining account payable and account receivable in TALLY ERP and other accounting softwares.
- Prepare and submit monthly reports
- Maintain good relationship with clients.



PERSONAL SUMMARY

- ♦ Accountant having 4 years of experience in UAE
- ♦ Managing accounts payable and accounts receivable
- ♦ Preparation of payroll
- ♦ MIS Reporting.
- ♦ Financial reporting
- ♦ Journal Entries.
- ♦ Bank reconciliation
- ♦ Handling and recording daily business operations.
- ♦ Tax preparing and filing
- ♦ Vast knowledge in Tally ERP, MS Excel.
- ♦ Good grasping power



CERTIFICATIONS

Excel Crash Course- Spreadsheet Formulas for Finance. (Corporate Finance Institute - CFI)

Tally Prime

SAP FI/CO

QuickBooks

MS Office



LANGUAGES

Malayalam



English



Hindi





Accounts trainee

Spinnox Innovation

Oct 2019 – Jan 2020

Kannur, Kerala

- Posting journal entries.
- Performed general office duties and administrative tasks.
- Assist in all accounting related works.



EDUCATION

Bachelor of Commerce

Kannur University 2016 – 2019

Plus Two Commerce

HSE Board, Kerala 2014 – 2016

SSLC

Board of Examination, Kerala 2013 - 2014



PERSONAL DETAILS

Date of Birth : 15 - 06 - 1998

Gender : Male

Marital Status : Single

Nationality : Indian

Valid UAE Driving License



DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.