

MOHAMMED FAIZAL N

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SUMMARY

Results-driven Accountant with hands-on experience in managerial and supervisory roles, combining strong technical accounting expertise with proven leadership capabilities. Skilled in financial reporting, budgeting, compliance, audits, cost control, and team management, with a track record of streamlining processes and improving financial accuracy. Adept at overseeing daily operations, mentoring staff, and supporting strategic decision-making to drive organizational growth and efficiency.

PROFESSIONAL EXPERIENCE

Accountant

Nov 2024 - Present

Crown Palace

- Managed daily accounting operations, including ledgers, reconciliations, payables/receivables, payroll, and month-end closing.
- Prepared financial statements, P&L reports, and management MIS for budgeting and decision-making.
- Ensured tax compliance, statutory filings, audit coordination, and adherence to internal controls.
- Monitored cash flow, departmental expenses, inventory costs, and vendor payments to control losses.
- Supervised junior staff and billing teams while coordinating with department heads and management

Accountant / Supervisor

May 2022 - Oct 2024

Cafe Makani

- Handled daily accounting, cash reconciliation, POS closing, payables/receivables, and bank reconciliation.
- Prepared basic financial reports, supported budgeting, and monitored food costs and expenses.
- Supervised staff schedules and daily operations to ensure smooth service flow.
- Controlled inventory, vendor billing, and compliance with internal procedures.

Accounts Assistant

Mar 2021 - Apr 2022

Central Bazaar, Kakkanad

- Recorded daily sales and purchases, assisted with billing, POS closing, cash handling, and bank reconciliation.
- Prepared invoices, tracked receivables, processed vendor payments, and managed petty cash.
- Supported month-end closing, basic financial reporting, and maintained records for audit.
- Organized bills, vouchers, and accounting documents systematically for compliance.

Relationship Manager

Sep 2020 - Feb 2021

State Bank of India, Kochi

- Managed client portfolios, provided banking solutions, and built long-term customer relationships to meet service and sales targets.
- Assisted customers with account opening, loan processing, KYC documentation, and financial product recommendations.
- Resolved customer queries, handled service requests, and ensured compliance with RBI and bank policies.
- Coordinated with internal teams to ensure timely processing, follow-ups, and customer satisfaction.

Accounts Trainee / Delivery Coordinator

Jun 2018 - Jul 2020

Freshlacious Super Bazaar Ltd

- Supported daily accounting tasks such as invoicing, expense tracking, reconciliations, and documentation.
- Coordinated deliveries, prepared dispatch records, tracked shipments, and resolved customer or driver issues.

EDUCATION

B. Com in Finance & Taxation

2020

St. Paul's College, Kochi

CERTIFICATIONS

- Professional Certification in Digital Marketing — Techmindz, Infopark Kochi (2025)
- Professional Certification in Tally ERP & GST Accounting — ILCC, Chalakudy (2021)

SKILLS

- Accounting & Bookkeeping
- GST Compliance & Tax Filing
- Tally ERP Operations
- Invoicing & Billing
- Accounts Payable & Receivable
- Bank Reconciliation
- Expense Tracking
- Sales & Delivery Coordination
- Customer Relationship Handling
- Documentation & Record Keeping
- Digital Marketing Basics
- Time Management & Accuracy

PERSONAL DETAILS

- Date of Birth : 12/10/1999
- Nationality : Indian
- Gender : Male
- Marital Status : Single

ADDITIONAL INFORMATION

- **Languages** : English, Malayalam, Hindi, Tamil, Arabic
- **Software Proficiency** : Tally ERP, Microsoft Office Suite

DECLARATION

I am very much confident that I am capable of contributing more towards the betterment of your reputed organization while gaining invaluable experience in my fields of interest. I hereby certify the information furnished above are true and accurate to my knowledge.

MOHAMMED FAIZAL N