

# FAISAL CHULLIYODAN



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Qatar

## OBJECTIVE:

Motivated and detail-oriented Accountant cum Sales Professional with extensive experience in transaction management, purchasing, sales. Proven track record in enhancing organizational efficiency through accurate financial reporting, effective purchasing and sales management, and exceptional administrative support. Adept at handling customer interactions, processing sales transactions, and managing supplier relationships to optimize financial performance. Committed to leveraging skills and education to drive operational excellence in accounting, finance, sales, and procurement roles.

## WORK EXPERIENCE:

### SALES CUM ASSISTANT ACCOUNTANT - 2021 - 2025

Mega Auto Spares, Taliparamba, Kerala, In.

### ASSISTANT ACCOUNTANT - 2019 - 2021

Naaz Granites and Marbles, Taliparamba, Kerala, In.

## KEY CONTRIBUTIONS & RESPONSIBILITIES:

- Recording daily financial transactions in Excel and accounting software.
- Established long-term contracts with key suppliers, ensuring cost stability and consistent supply chain performance.
- Assisted customers in selecting the right auto spare parts based on their needs and vehicle specifications.
- Coordinated with suppliers to ensure the availability of high-demand spare parts, reducing stock shortages.
- Analyzed sales trends and prepared reports to support business decisions and pricing strategies.
- Preparing invoices, expense reports, and payment memos.
- Reporting daily cash flow and income statements.
- Collecting payments and performing cash and cheque deposits.

## CORE SKILLS:

- Financial transaction recording and reporting
- Cash flow management
- Daily financial reconciliations
- Purchase Order Management
- Peachtree Accounting
- Sales & Customer Relations
- Inventory and stock management support
- Effective communication and leadership skills
- Adaptability and ability to work under pressure
- Time Management



## ACHIEVEMENTS:

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- Streamlined daily financial reporting processes, ensuring accuracy and timeliness.
- Implemented efficient cash reconciliation procedures that reduced discrepancies.
- Provided reliable support in stock and inventory management, enhancing operational productivity.



## EDUCATION:

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### HIGHER SECONDARY

Seethi Sahib Higher Secondary School  
Taliparamba, Kannur, Kerala, India (2015 – 2017)

### HIGH SCHOOL

Seethi Sahib Higher Secondary School  
Taliparamba, Kannur, Kerala, India (2012 – 2015)



## CERTIFICATIONS:

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Peachtree Accounting Sage 50 & Arabic Typing, G-Tech Computer Education (2023)  
Excel & Tally, Avodha Education (2021)



## COMPUTER PROFICIENCY:

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MS Office Suite  
Tally  
Peachtree Accounting



## LANGUAGES:

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- Malayalam
- English
- Hindi



## PERSONAL DETAILS:

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**Date of Birth:** 27 December 1999  
**Nationality:** Indian  
**Passport No.:** R6168994



## REFERENCES:

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Available upon request.