



FAHEEM SHOHEB ALI



Personal Information

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Address: Kasavu, Nausori
P.O. Box 1622, Nausori
Date of Birth: 23rd November, 1996
Age: 25
Nationality: Fiji Islander
Driving License: Yes (Defensive Certificate)



Career Objectives

To supplement my academic skills, knowledge and experiences with ongoing development gained in the dynamic environment.



Language

Hindi: Native
English: Fluent



Education

Waidra Muslim Primary (2001-2009)
Year 1-8

Nasinu Muslim College 2014
Year 13

University of South Pacific 2019
Bachelor in Commerce Degree in
(International Business Marketing & Accounting)

Fiji National University 2021
Completed Post Graduate Diploma in Accounting



Certifications

EXTERNAL EXAMINATION

Year	INSTITUTION	EXAMINATION	Marks Attained
2007	Waidra Muslim Primary	FILNA	Maths 98% English 80%
2009	Waidra Muslim Primary	Fiji Eight Year Examination	443/500
2013	Nasinu Muslim College	Fiji School Leaving Certificate	290/400
2014	Nasinu Muslim College	Fiji Year 13 Certificate Examination	316/400
2019	University of South Pacific	Bcom Degree	Majors: 1. Accounting 2. International Business and Marketing
2021	Fiji National University	Post Graduate Diploma	Accounting



Special Awards

Waidra Muslim Primary

Team Maths Representative	(2006-2009)
Urdu Oratory Competition winner	2008
Islamic Quiz full mark attained	2007
Under 13 & under 15 representative	(2006-2009)
Best Scouter of the Year	2009
Head boy	2009

Nasinu Muslim College

Team Maths Representative	(2010-2012)
Fiji Maths Competition -Distinction	2013
	Distinction 2012
	Distinction 2011
Maths award winner	2009, 2012

Fiji National University (Current Work)

- * Joined FNU as office assistant- July 31st, 2019.
- * Given temporary position as Fixed asset and BOS coordinator- 1st January, 2020.
- * Currently permanent **Fixed assets and BOS** coordinator for FNU

Key Responsibilities

- Fixed Asset Verification for all Campuses and Centres.
- Update Board of Survey Journal.
- Transfer and Disposal of fixed asset.
- Reconciliation of assets.
- Assets tagging.
- Submitting report to team leader
- Prepare analysis on advertised items
- Prepare memo on auction of vehicles
- Prepare asset reports for council presentation
- Fixed Assets data migration



Work Experience

MN Builders Ltd

- * Started work part time in MN Builders Ltd as office boy and promoted to pay clerk in 2015
- * Promoted to Financial Controller and internal Accountant in 2016.
- * Manager in MN Builders Ltd till June 2019

Key Responsibilities

- Make job quotes and prepare schedule of payment for each job
- Calculating of weekly salaries
- Regular bank visits
- Ensure all policies and regulations are followed.
- Preparation and updating wages record book
- Updating of payments and cash received
- Depositing of all cash and cheque
- Make employee agreements and negotiate
- Supervise employees
- Purchase materials
- Collect invoices and prepare key registries
- Filing of all documents
- Prepare CS summary forms and insert online
- Attend meetings

Fiji Elections Office

- * Elected as the Presiding officer for 2018 elections in Kasavu Polling Station

Elite Bookkeepers & Tax Consultants

- * Attachment for 2 weeks in July 2019

Key Responsibilities

- Entries for cash book and invoices
- Prepare Bank reconciliation
- Prepare VAT summary
- Sort and Filing
- Depreciation
- FBT, ECAL



Qualification & Skills

- * Excellent computer knowledge of multiple softwares e.g. MS word, MS excel, PowerPoint, MS Teams, Zoom, MYOB, SketchUp and etc...
- * Have multiple systems knowledge e.g. Banner, and Navision.
- * Design and manage computer programmes to solve customer problems
- * Research
- * Project Management & Marketing
- * Analytical and Financial skills
- * Employee Relation
- * Negotiations
- * Team player
- * Excellent interpersonal and communication skills
- * Well mannered



Reference

1. **Thrivendra K. Autar**

Occupation: Team Leader (BOS) Finance

Employer: Fiji National University

Ph: 9268374

2. **Nazia Shabana**

Occupation: Director

Employer: MN Builders Ltd

Ph: 8756381

3. **Suresh Kumar**

Occupation: Accountant

Employer: Fiji National University

Ph: 2132534