

ALFIYA R S

ACCOUNTANT



CONTACT

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- Dubai, UAE

EDUCATION

- Master of business administration (MBA) | PURSUING**
INDIRA GANDHI NATIONAL UNIVERSITY
- CMA intermediate (Group 1 qualified) | PURSUING**
INSTITUTE OF COST AND MANAGEMENT ACCOUNTING
- B.COM FINANCE**
UNIVERSITY OF KERALA | 2020

CERTIFICATIONS

- SAP financing & controlling (FI-CO)Power user.
- E-filing training (filing of E-PAN, income tax,GST, TDS.
- Cambridge university press soft skills &employability skill training.
- Software skills-world, Excel, PowerPoint

SOFT SKILLS

- Accuracy
- Teamwork
- Time Management
- Problem Solving
- Communication
- Organization

PERSONAL DETAILS

- Nationality : Indian
- Visa Status : Spouse Visa

LANGUAGES

- English
- Hindi
- Malayalam
- Arabic

PROFESSIONAL SUMMARY

Experienced accounting professional with hands-on expertise in accounts payable and receivable, bank reconciliation, payroll processing, GST and VAT filing, and financial data entry. Skilled in using Tally Prime, Tally ERP 9, SAP, and MS Excel for managing financial records and reporting. Proven ability to handle fixed deposits, customer communication, and audit support. Strong in maintaining accurate ledgers, preparing financial documents, and ensuring compliance with tax and regulatory requirements. Reliable, detail-oriented, and committed to meeting deadlines in a fast-paced environment.

WORK EXPERIENCE

ACCOUNTING AND TAXATION (OCTOBER 2024 - JANUARY 2025) CAPELLA TAX CONSULTANCY, AL AIN, UAE

- Supported daily accounting activities such as journal entries, ledger posting, and transaction recording
- Assisted in preparing VAT returns (VAT201) and ensured accurate submission under UAE tax rules
- Worked on preparing trial balance, profit and loss account, and balance sheet using Tally Prime
- Helped in reconciliation tasks including bank statements and petty cash management
- Learned to convert final accounts into financial statements with supporting notes

ACCOUNTS AND FINANCE ANALYST (2023 - 2024) KTDFC (KERALA TRANSPORT DEVELOPMENT FINANCE CORPORATION), KERALA

- Assisted customers with deposit services including renewals, closures, and interest payouts through RTGS
- Handled customer queries and complaints via phone and email, ensuring quick and accurate resolution
- Issued interest certificates, TDS details, and balance confirmations upon request
- Entered daily transactions such as receipts, payments, and FDR details into Tally
- Supported testing of new financial software features and updates

GST ACCOUNTS ASSISTANT (MARCH 2019 - MAY 2019) TAX INFO, KERALA

- Prepared and processed GST invoices and payments accurately.
- Maintained proper records of financial transactions and supporting documents.
- Filed GST returns on time and ensured compliance with tax regulations.
- Assisted with the preparation of financial statements and ledgers.
- Supported clients with GST registration procedures and form submissions.

TECHNICAL SKILLS

- Tally Prime, Tally ERP 9
- AP/AR, Payroll, GST, VAT
- SAP FICO, SAP B1
- Bank Reconciliation, Journal Entries
- MS Excel, MS Word
- Audit Support, Data Entry
- Zoho
- Quickbooks