

RUQSAR FATIMA

(ENTRY LEVEL ACCOUNTING)

ABOUT ME

Seeking an entry-level accounting position where I can utilize my skills and knowledge to contribute to the success of a company, I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

LANGUAGES

URDU

HINDI

ENGLISH

PERSONAL DETAILS

Date of birth

13 Sept 1991

Nationality

Indian

Visa Status

Tourist Visa

📍 Dubai-United Arab Emirate.

📞 971 55 764 9286

✉️ ruqsarfatima18@gmail.com

B. Com (Bachelor of Commerce)

Kalinga University | Chhattisgarh, India

July.2013 - Jun. 2016

WORK EXPERIENCE

Document Controller - Blue Consulting Pvt. Ltd.

Hyderabad-India - Sept 2016 - Dec 2017

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

Accounting Intern - Jaya Lakshmi & Co.

Hyderabad-India - Jan 2018 - Mar 2022

- Monitor any discrepancies in payment, monitor for charges made on credit cards and record any returns.
- Organize a financial filing system that is easily accessible.
- Prepare accounting reports to be presented to senior management.
- Track all payments made for tax preparation and follow up on returns.
- Speak to clients about payments, refunds and statements.
- Ensure that all clients receive their financial statements on time.
- Ensure accuracy of financial statements, making sure that the final figures on statements are correct.
- Assist with the balancing of the office/department budget.

SKILLS

- Self-Development and Raising the Level of Social Communication with the others
- Increasing the Efficiency of Dealing with others with the Requirements for the Work Developments
- Detail Oriented
- Ability to Work within a Team
- Organization & Time Management
- Rational Thinking and Analytical Capabilities