



# Alima Shana

## ACCOUNTANT

Dedicated and energetic Account Administrator with 4+ years of experience in india providing optimum support to accounts team. Skilled in creating accurate report, processing payroll, managing accounts receivable/payable. Established record of preparing annual audit and assisting client . Eager to join a new team of people and assist them as dedicated and passionate Accountant

## Contact

### Phone:

+971 52866 4228

### Email

alimashana123@gmail.com

### Address

Sharjah, United Arab Emirates

## Education

### Master of Commerce - M.com

Mangalore University - 2019

### Bachelor of Commerce -B.com

St.Agnes College -2017

### Pre University

St. Agnes College - 2014

## Skills

- Microsoft Excel
- Accounting
- Auditing
- Communication Skill
- Multi Tasking Skill
- Customer Service Skill
- Tally ERP 9 with GST
- Knowledge of VAT

## Work Experience

### ACCOUNTING ADMINISTRATOR

Datays Inventure Pvt Ltd

September 2020 - December 2023

- Experience in Software Company and Educational Institution accounting up to finalization.
- Petty Cash Management
- Dealing with customer, issuing invoices and follow up for payments and prepare monthly customer statement of account
- Processed Account payable transaction and ensure that all vendor bills were paid accurately.
- Provide active support and training to more than 150 customer to use the customized computer software.
- Prepare and submit monthly and quarterly sales report
- Worked to ensure quality Services addressed and resolved all customer issue.
- Prepared and analyzed financial report to create and deliver financial performance to management, such as preparation of income statement, cash flow statement and balance sheet.
- Utilized accounting software and tools to record and process financial transactions accurately and efficiently

### ASSISTANT ACCOUNTANT

Audit Firm - Mangalore

July 2019 - July 2020

- Recorded financial transaction of more than 15 firm and reconciled account in accounting software to generate financial statement such as income statement, balance sheet and cash flow statement
- Collaborate with the finance team to ensure timely and accurate month end and year end closing processes.
- Provided expert advice and handled the preparation of and filing of individual income tax return.
- Collaborated with client to address question, obtain complete documentation and ensure accuracy of accounts
- Timely filing of GST returns and preparation of tax related documents.

## Languages

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- English
- Hindi
- Malayalam
- Kannada

## Achievements

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- Principal's Roll of Honor in all Semester at Graduate Level
- Academic Excellence Award from the Yenepoya Foundation Mangalore for outstanding performance in PUC Examination
- Participated in various National Level Fest
- Served as Event head of Best Management Team in Magnum 2019

## Personal Profile

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- Gender : Female
- DOB: 24 March 1996
- Marital Status: Married
- Nationality : India
- Passport No: U7164468

## Declaration

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I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.