





FATHIMA P

ACCOUNTANT

Abu Dhabi, UAE 

+971 559951063 

fathimap1999@gmail.com 

To work in progressive and challenging environment in finance and cost controlling related fields that provides an opportunity to be a key performer and a substantial contributor towards achieving organizational objectives. And I believe, I can become an asset to organization where I get an opportunity to show case my skills and ability.

Experience

ACCOUNTANT

12/2022 - 11/2023

AL FALAH A.M.M ENGLISH SCHOOL, *India.*

- Post and process journal entries to ensure all business transactions are recorded.
- Reconcile accounts payable as well as receivable.
- Managing financial records of clients.
- Reviewing a company's accounting procedures to ensure that they are being followed correctly.
- Calculating form preparation fees according to return complexity and processing time required.
- Checked data input to verify totals on forms prepared by others to detect errors in arithmetic data entry and procedures.
- Payment follows up with clients as a part of Accounts receivable.
- Managing the Petty cash as per the business requirement and creating & updating expenses reports.
- Preparing of weekly & monthly reports.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Issuing invoices, preparing vouchers, and coordinating.
- Assisting monthly, quarterly and annual closings.
- Maintaining accurate financial records.
- Maintaining the day-to-day accounts & daily book keeping.
- Coordinating and following up with staffs and clients.
- Reviewing and filing all the documents.
- Performing basic office tasks. including answering phones, responding to emails, processing mail,
- Prepare budget forecasts.
- Ensure timely bank payments.
- Audit financial transactions and documents.
- Comply with financial policies and regulations.
- Assisting other administrations works.
- Assisting all other accounting projects.

Education

MASTER OF COMMERCE (MCOM)

2022

CALICUT UNIVERSITY

BACHELOR OF COMMERCE (BCOM)

2020

CALICUT UNIVERSITY

Skills

- ❖ MS Office
- ❖ Financial Reports
- ❖ Reconciliation
- ❖ Accounts Payable & Receivable
- ❖ Budgeting & Forecasting
- ❖ Payroll
- ❖ Book keeping
- ❖ MIS Reporting
- ❖ Customer Service

Certifications

PROFESSIONAL PRACTICAL ACCOUNTING (IPA)

DIPLOMA IN ENTREPRENEURIAL DEVELOPMENT

Technical Skills

- ❖ Tally
- ❖ SAP Business One
- ❖ QuickBooks
- ❖ e - School solutions
- ❖ MS Office
- ❖ MS Excel

Achievements

Achieved financial gain.

Used financial forecasting to reduce risks.

Built and maintained strong client relationships.

Personal Details

| | |
|---------------|-----------------------|
| Nationality | : Indian |
| Date of Birth | : 10/11/1999 |
| Visa Status | : Visit Visa |
| Language | : English Malayalam |