

FAHIM UDDIN AHMED

Dubai, UAE

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Professional Summary

Detail-oriented and motivated accounting graduate with 1-year experience as junior accountant. Proficient in accounting software including tally and Excel. Seeking to leverage analytical skills and accounting knowledge in a junior accountant position to contribute to a dynamic finance team.

Key Skills

- Tally Prime
 - MS Excel
 - MS Word
 - Time Management
 - Book Keeping
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Work Experience

Suman Enterprise – India (Aug 2024 to March 2025)

- Processed sales and purchase invoice and recording in the system.
 - Handled petty cash and booked daily expenses.
 - Making receipt, payment and journal entries.
 - Processed accounts payable and account receivables transaction accurately.
 - Preparing monthly sales report.
 - Supported the accounting team with various task, including data entry, filing, and document organization.
 - Assisted senior accountant in preparation of final account.
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Education

- Bachelor of Commerce - Accountancy Major (2024) (Rabindranath Tagore University, Assam, India)

Certifications & Training

- Computer Applications, Business Accounting, and Multilingual desktop publishing.
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Languages

- English
 - Hindi
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Personal details

Father name: Fakhar Uddin

Passport No: W6372717

Date of birth: 23-12-2002

Gender: Male

Nationality: Indian

UAE visa status: Visit Visa