



# FASNA ABDUL NAZEER

## ACCOUNTANT

### CONTACT

- +971 524883661
- +971 553516313
- [fasnanaseer6313@gmail.com](mailto:fasnanaseer6313@gmail.com)
- Dubai Investment Park, Jebel Ali

### ACADEMIC CREDENTIALS

#### BACHELORS OF COMMERCE | PURSUING

- Indira Gandhi National Open University (IGNOU), Kerala, India

#### HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

#### SSLC

- Board of Public Examination, Kerala, India

### CERTIFICATION COURSES

- Diploma in Corporate Accounts & Management
- Diploma in Material Management
- SAP FICO
- SAP MM
- SAP SD
- Tally Prime
- Advanced Excel
- Professional Accounting Practice
- Quick book
- GST Training Program
- UAE Vat Training Program

### PROFILE SUMMARY

Detail-oriented accountant ensuring financial precision and compliance. Expert in GST and ITR filing, auditing, and statement preparation using Tally. Collaborative professional contributing to organizational success.

### KEY SKILLS

Tally Prime	Quick Book	UAE VAT	IFRS
SAP FICO	GST Filing	ITR Filing	Bookkeeping
Excel	Critical thinking	Professional accounting	

### EMPLOYMENT CHRONICLE

- ACCOUNTANT | 2023 – Present**  
CA FIRM, KERALA, INDIA
- ACCOUNTANT | 2022 – 2023**  
ACCOUNTING SOCIETY SERVICE, COOPETE & ACCOUNTING  
DIVISION ERINJALAKKUDA, ERNAKULAM, KERALA, INDIA
- ACCOUNTANT | 2017 – 2018**  
MAHINDRA FIRST CHOICE, MANNARKKAD, PALAKKAD,  
KERALA, INDIA

### KEY RESPONSIBILITIES

- Timely and accurate preparation and filing of Goods and Services Tax (GST) returns to ensure compliance with statutory regulations.
- Preparation and submission of Income Tax Returns (ITR) in adherence to tax laws, ensuring accuracy and completeness of financial information.
- Conduct thorough financial audits to examine and validate financial records, transactions, and compliance with established accounting standards.
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- Maintain accurate and up-to-date financial records, including ledgers, journals, and other accounting documents.
- Provide insights and analysis of financial data to support decision-making processes and identify areas for financial improvement.
- Stay updated on changes in accounting standards, tax laws, and regulations to ensure the organization's financial activities remain compliant.
- Effectively communicate financial information to relevant stakeholders, both internal and external, in a clear and understandable manner.
- Implement and maintain internal control procedures to safeguard financial assets and ensure the integrity of financial information.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★


LANGUAGES KNOWN


- English
- Tamil
- Malayalam (Mother Tongue)


DRIVING LICENSE DETAILS

Holder of Valid Indian Driving License  
License Number : 50/3340/2015  
Class of Vehicles : MC with Gr, LMV

PERSONAL INTEREST

  
Songs

  
Travelling

  
Reading

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female  
Date of Birth : 13-09-1994  
Nationality : Indian  
Marital Status : Married  
Permanent Address : Kalliyath House,  
Vadakumannam, Mannarkkad PO  
Palakkad, Kerala, India, Pin: 678582

PASSPORT DETAILS

Passport Number : Y8837640  
Date of Expiry : 06-09-2033  
Place of Issue : Cochin  
Visa Status : Husband Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

FASNA ABDUL NAZEER