

# FATHIMA AFRIN P NOUSHAD

## Accountant

Results-driven and detail-oriented Accountant with a year of proven professional experience in financial management and reporting. Proficient in applying sound accounting principles to guarantee precise and timely recording of financial transactions. Seeking a challenging position to leverage my skills and expertise in a dynamic work environment, contributing to organizational success through dedication and meticulous attention to detail.

### KEY SKILLS

Team Work

Work Ethic

Analytical Skills

Leadership

Financial Management

Time Management

Interpersonal ability

Detail Oriented

Punctual

Multi-tasking

Problem Solving

Adaptability

### EMPLOYMENT CHRONICLE

#### ACCOUNTANT | Oct 2022 – Nov 2023

##### KASSIMS FOOD CHAIN PVT LTD, KERALA, INDIA

- Recorded financial transactions, encompassing invoicing, payments, and receipts.
- Maintained precise records of all financial transactions.
- Reconciled various financial accounts, including bank statements.
- Contributed to the formulation of financial reports, including balance sheets, income statements, and cash flow statements.
- Analyzed financial data to unveil trends and generate insights.
- Drafted budgets and forecasts to guide financial planning.
- Supported both internal and external audit processes.
- Ensured adherence to accounting regulations and standards.
- Reviewed and reconciled accounts and financial statements.
- Aided in accounts payable and accounts receivable functions.
- Engaged with vendors and customers to address financial inquiries.
- Participated in financial analysis and undertook ad-hoc projects.
- Monitored and responded promptly and professionally to emails, phone calls, and other communications.
- Assisted with diverse administrative tasks, such as filing, data entry, and report generation as required.
- Created and maintained comprehensive expense reports, adhering to company policy.
- Collaborated with administrative colleagues to organize meetings, appointments, and travel arrangements.

### CONTACT

+971 582394998

fathimaaftrin2626@gmail.com

Dubai, UAE

### ACADEMIC CREDENTIALS

#### BACHELOR OF BUSINESS

##### ADMINISTRATION | 2019 – 2022

- Ansar Women's College India

#### HIGHER SECONDARY - COMMERCE

##### COMPUTER APPLICATION | 2017 – 2019

- Board of Public Examination, Kerala, India

### CERTIFICATION COURSE

#### ACCOUNTANTS ACADEMY | 2023

- IDCAF (International Diploma in Computerized Accounting & Finance)

### AREA OF EXPERTISE

- Financial Modeling and Reporting
- Data Mining and Analysis
- Financial Accounting
- Business Valuation
- Budgeting

### LANGUAGES KNOWN

English 90 %

Malayalam 100 %

Hindi 90 %

COMPUTER PROFICIENCY

- MS Office
- Basic Accounting
- Tally ERP 9/Prime
- Direct Tax
- QuickBooks
- Peachtree
- VAT/GST
- Auditing & Banking
- Internet & Email

INTERESTS

  
Songs

  
Travelling

  
Reading

REFERENCE

- Available upon request

PROFESSIONAL SKILLS

- Skilled in the analysis of financial data, offering actionable insights.
- Demonstrates precision and accuracy in maintaining financial records.
- Possesses effective verbal and written communication skills, fostering collaboration with team members and stakeholders.
- Proven track record of identifying and resolving financial discrepancies and challenges.

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	: 26-04-2001
Nationality	: Indian
Marital Status	: Single
Visa Status	: Visit 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.

FATHIMA AFRIN P NOUSHAD