



FATHIMA NAJU

PROFFESIONAL SUMMARY

Highly skilled in accounting, with broad experience managing financial records, conducting audits, and ensuring compliance with financial regulations. Strong analytical skills to evaluate data accuracy and integrity, coupled with proficiency in various accounting software. Successfully improved financial reporting processes in previous roles, leading to enhanced efficiency and reliability of financial information.

EXPERIENCE

2023 - 2024

ACCOUNTANT AND CASHIER - POOJA HYPER SHOPPY | Kerala, India

- Operated cash register efficiently and accurately, processed payments by cash, check, credit card, gift card or automatic debit.
- Maintained accurate accounts for cash, fixed assets and other transactions
- Counted money in cash drawer at the beginning of shift to ensure that amounts were correct and have sufficient change.
- Minimized internal accounting department backlogs by updating accounts & generating reports

2022 - 2023

TALLY OPERATOR CUM TUTOR - EDU PROFESSIONAL ACADEMY |

Kerala, India

- Accurately entered data into Tally software from various sources.
- Created and maintained financial spreadsheets and databases within the Tally system.
- Tally tutoring demonstrates my ability to explain complex software concepts, develop problem-solving skills, and effectively mentor others in financial accounting software.
- Prepared daily journal entries using appropriate coding according to established procedures

EDUCATION AND CERTIFICATIONS

- **MASTER OF COMMERCE – IGNOU**
- **BACHELOR OF COMMERCE - KERALA UNIVERSITY**
- **DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING WITH GST**
- **CERTIFICATE COURSE IN TALLY**

DECLARATION

I hereby declare that above mentioned is correct and best of my knowleedge

FATHIMA NAJU

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DUBAI, UAE

SKILLS

- Tax accounting specialization
- Sales expertise
- Team Work
- Communication
- Book keeping
- Knowledge of GST & VAT

IT SKILLS

- Tally
- MS Office
- Peach Tree
- Quick Books

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth : 04/09/2000
- Nationality : Indian
- Marital status : Married
- Passport No: : C4541490
- Date of expiry : 03/11/2034
- Visa status : Visiting visa