

SAMEEDA M

Accountant

Phone: +971 544633251 | Email: semisameeda@gmail.com

Address: Sharjah, UAE | Nationality: India

PROFESSIONAL SUMMARY

Accountant with strong expertise in financial management and accounting software seeks to leverage skills in ledger management, reconciliation, and financial reporting in a challenging role. Dedicated to delivering accurate financial solutions, I aim to contribute to organizational growth while pursuing opportunities for professional development and excellence.

WORK EXPERIENCE

Assistant Accountant & Cashier

2023 - 2024

Tanalur Service Co-Operative Bank | Kerala, India

- Conducted daily financial operations, including ledger postings, cash management, and bank reconciliation.
- Assisted in the preparation and analysis of financial statements, ensuring compliance with regulatory standards.
- Monitored account balances and managed payment processing to maintain accurate records.
- Streamlined customer service by efficiently handling cash deposits, withdrawals, and account inquiries.
- Collaborated with the audit team to provide necessary documentation and address discrepancies effectively.

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com)

University of Calicut, Kerala, India

Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)

Institute of Professional Accountants (IPA), Kerala, India

CERTIFICATIONS

- Tally Prime Certificate
- Busy Accounting Certificate
- Practical GST Certificate
- Practical Gulf VAT Certificate
- Project Certificate in QuickBooks Accounting, Busy, and SAP Business One

KEY SKILLS

Computer Skills: MS Word, MS Excel, MS PowerPoint, Outlook, QuickBooks, Tally Prime, Busy, SAP Business One

Professional Skills: Financial data analysis and interpretation, Budget planning and expense tracking, Audit support and documentation preparation, Report generation and presentation, statutory accounts, GST, VAT returns, accounts receivable, payments, and bank reconciliations

Soft Skills: Effective Communication and Interpersonal Skills, Team Leadership and Training, Emergency Response and Triage Management, Patient Assessment and Care Coordination.

Languages: Malayalam, English, Hindi.

REFERENCES

Suneesh S.

Manager, Institute of Professional Accountants (IPA), Tirur

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DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge.

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