

Shifa Banu



Al Rashidiya,
Dubai, UAE



+971507201824



Shifabanu1620@gmail.com

WORK HISTORY

Accountant 10/08/2022 – 30/09/2024

Wisdom Nursery and Primary School, Tamil Nadu, India

- Assist in developing and managing the school's budget.
- Prepare regular financial reports for school administration and stakeholders.
- Maintain accurate and organized financial records, including income, expenses, and transactions.
- Manage incoming and outgoing payments, ensuring timely processing of invoices and receipts.
- Oversee payroll, including deductions, benefits, and compliance with tax regulations.
- Ensure adherence to financial regulations, school policies, and accounting standards.
- Assist with internal and external audits, providing necessary documentation and information.
- Analyze financial data to identify trends, variances, and opportunities for cost savings.
- Assist in forecasting future financial performance based on current data and trends.
- Maintain accurate financial records, including accounts payable and receivable, general ledger entries, and bank reconciliations.
- Enter financial transactions into accounting software, ensuring accuracy and timeliness.
- Assist in the preparation and monitoring of budgets, providing data analysis and support for financial planning.
- Prepare monthly, quarterly, and annual financial reports, summarizing current financial position.
- Ensure compliance with relevant accounting standards, policies, and regulations.
- Assist in the preparation of documentation for audits and respond to auditor inquiries as needed.
- Monitor and categorize expenses, ensuring proper documentation and approval processes are followed.

LANGUAGES

English

Upper intermediate (B2)

Tamil

Proficient (C2)

Malayalam

Upper intermediate

PROFESSIONAL SUMMARY

Detail-oriented accounting professional with 2 year of experience in a school setting, skilled in managing financial records and assisting with budget preparation. Proficient in using accounting software and tools to ensure accurate data entry and reporting. Strong analytical skills with a commitment to maintaining compliance and supporting financial decision-making. Eager to leverage my foundational accounting knowledge and passion for finance in a challenging role within a dynamic organization.

SKILLS

- Bookkeeping
- Microsoft Office
- Data copying
- typing skills
- Data Entry skills
- MS Excel Macros
- communication skills
- accounting
- computer skills
- time management

EDUCATION

**Bachelor of Commerce,
Accountancy, 07/2017 - 04/2019**

**Master of Business Administer
IN HR- 2023- Still**

