



Yasmin Yousuf

General Accountant

SUMMARY

Experienced MBA graduate and CMA pursuing candidate with a strong background in finance and accounting. Skilled in tax management, invoice processing, financial closing, ad-hoc reporting, and internal auditing. Proficient in Tally and Microsoft Office Suite. Accomplished in team leadership and client interaction. Seeking opportunities to leverage expertise in dynamic professional environment.

CONTACT

📍 Dubai, UAE

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SKILLS

- Time Management & Accuracy.
- Analytical, numerical & detail oriented.
- Mathematical Aptitude.
- Computer Savvy & Quick Learner.
- Compliance & Regulations

SOFTWARE SKILLS

- Tally Prime
- Quick Book
- Oracle
- MS Office
- ZOHO Books
- SAP
- Power BI



WORK HISTORY

GENERAL ACCOUNTANT | AL BUSTAN BAKERY & SWEETS FMCG LLC - DUBAI, UAE 03/2021 - Current

- Taking care of tax returns and making sure they're paid in time
- Handling bulk invoice processing related to payments.
- Trained and supervised new accounting clerk.
- Handling monthly, quarterly and annual financial closings, including bank reconciliations.
- Preparing ad-hoc reports depending on business needs.
- Calculate Commissions monthly as per contract percentage of sales, ensuring precise and timely payments to stakeholders.
- Proficient in depreciation calculations, applying accurate methods to assess asset values over time.
- Conduct internal audit during period closings, ensuring the integrity and accuracy of financial data.
- Participated in financial planning and forecasting process, aiding in the development of budgetary goals and objectives.

ASSISTANT AUDITOR | VSP AUDITING ASSOCIATES - DUBAI, UAE - 2019 - 2021

- Provided administrative and management assistance to auditor and directed activities in office.
- Performed analysis and research to compile data to submit to auditor for special projects.
- Drafted findings and recommendations into detailed reports.

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

DRIVING LICENCE

Holding UAE Automatic Driving License



EDUCATION

MBA - FINANCE

SANGAI INTERNATIONAL UNIVERSITY – 2017-2019

CMA - IMA Pursuing

BCOM with Computer Application

MADRAS UNIVERSITY – 2012 – 2015

DIPLOMA

IDCMA – International Diploma in Computerized and Manual Accounting – 2015-2016



ACCOMPLISHMENTS

- Collaborated in a 4-member team for menu cost calculation at a restaurant located at Sharjah Ladies Club (2020).
- Led the preparation of a comprehensive 5-year budget forecast. (2021)
- Delivered tailored training sessions focused on enhancing the employee's proficiency in Tally ERP 9, enabling them to effectively manage financial accounting tasks and streamline business processes (2021)



CERTIFICATIONS

- IDCMA (2015 - 2016) (International Diploma in Computerized and Manual Accounting)
- MICROSOFT EXPERT
- MANUAL ACCOUNTING
- SQL Basics