



FATHIMA HIBA

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📍 Deira, Dubai

Accountant with 3 years of professional experience managing financial operations and ensuring accuracy in reporting. Currently working in a GCC-based company with a strong focus on delivering accurate and timely financial reports. Skilled at managing budgets, financial forecasting, and maintaining compliance with organizational policies.

EXPERIENCE

Accountant | Novelty logistics Pvt Ltd | Kerala, India
October 2023– February 2025

- Managed the accounts and financial records of multiple companies across the GCC region, including **Prime novelty logistics LLC (UAE), Al Bader International Co. Ltd (Saudi Arabia), Prime Novelty Logistics (Qatar), Yummy Chicken (Bahrain), Zahrani Associates (Saudi Arabia), Bawan International Supply Transportation and Storage Limited Co. (Saudi Arabia).**
- Prepared and analyzed financial statements, including Balance Sheets, Income Statements, and Cash Flow Statements
- Entered financial data into Tally Prime, ensuring accurate and up-to-date records.
- Handled provisions, prepaid expenses, depreciation, and other key accounting adjustments.
- Conducted monthly closing procedures in Tally, including account reconciliation and adjustments.
- Proficient in Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- Prepared and managed Statements of Accounts (SOA) to provide a summary of financial transactions and balances.
- Performed reconciliations of various accounts to identify and resolve discrepancies.
- Salary Sheet Preparation & Payroll Processing.
- Managed accounts payable and receivable, ensuring timely payments and follow-ups.
- Conducted regular stock reconciliations to identify discrepancies.
- Familiarity with Value-Added Tax (VAT) regulations and compliance.
- Fostered strong working relationships with colleagues to ensure effective teamwork and collaboration.

Accountant & Tax Consultant | Masters Accounts Hub | Kerala, India
November 2019–November 2021

- Proficient in traditional manual accounting practices.
- Experienced in using Tally ERP 9 for accounting tasks, including bookkeeping, invoicing, and financial reporting.
- Preparation and filing of GST returns, ensuring compliance with tax regulations and accurate reporting.
- Prepared and reviewed bank reconciliation statements to ensure accuracy and identify discrepancies.
- Provided audit support and assistance.

EDUCATION

Masters of Commerce in International Finance | University of Calicut
2021-2023

Bachelor of Commerce in Computer Application | University of Calicut
2016-2019

SKILLS

- Technical Accounting Skills
- Problem Solving & Analytical Thinking
- Attention to Detail & Accuracy
- Microsoft Office Suite
- Data Entry & Processing
- Teamwork & Collaboration