

FATHIMA FASMINA

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----- Professional Summary -----

Dedicated and results-driven accountant with over 3 years of experience in financial management and reporting. Proficient in preparing detailed financial statements, budgets, and forecasts while ensuring compliance with accounting standards and regulations. Currently advancing my career by pursuing the CMA certification to further enhance strategic financial analysis and decision-making capabilities. Known for meticulous attention to detail and adeptness in identifying opportunities for process improvements. Strong analytical skills combined with a commitment to accuracy and integrity in all financial reporting activities.

----- Work Experience -----

Accountant at Al Wafaa Group, Dubai [Aug, 2023 – Oct, 2024]

- Recorded financial transactions and reconciled accounts in accounting software to generate financial statements.
- Prepared invoices and followed up on payments.
- Analyzed and visualized financial data to create and deliver presentations reporting financial performance for senior.
- Utilized accounting software to generate various financial reports and summaries for management review.
- Managed employee expense reports and oversaw petty cash disbursements.
- Managed quarterly VAT returns, ensuring timely submission.
- Trained and supervised junior accounting staff, providing guidance and support in their daily tasks.

Accounts Admin at Gas Capital, Dubai [March, 2021 – July, 2023]

- Reconcile bank statements and perform uploading in correspondent gateways.
- Assist in budget preparation and variance analysis
- Collaborated with team members to streamline accounting processes and ensure accuracy in financial reporting.
- Assist in Prepare financial reports and presentations for management reviews.
- Managed administrative duties such as purchasing office supplies and documentation.

----- Education -----

- Currently pursuing CMA at Chanakya Business School, Kozhikode, Kerala
- Bachelor of Business Administration (BBA), Farook College, Malappuram, Kerala (2020)

----- Skills -----

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| • Financial Accounting. | • VAT Return. | • Communication Skills. |
| • Accounts Payable and Receivable. | • Microsoft Excel, Word, PowerPoint, Outlook. | • Problem Solving. |
| • Data Entry and Bookkeeping. | • Payment Link. | • Income Statement Preparation. |
| • ZOHO Books. | • Organizational and Management Skills. | • Time Management. |
| | | • Cash Flow Statement. |