



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)**, **AI 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