

NAFIYA FARZANA

Experience

Administrator cum Accountant

MANESH ASSOCIATE

18-03-2022 TO 25-03-2023

- Control and maintain over all accounting transaction and Ledger.
- payable/receivable and handling all accounting operations.
- Prepare financial statement.
- prepare tax computations and returns.
- Reconciliation with the bank statements and records
- Controlled and save important documents and bills.
- Record office expenses to provide report to managers.

Receptionist

AK Mall

- Answering, screening, and forwarding phone calls
- Collect the cash and prepare Bills.
- Greeting, assisting, and directing visitors and customers
- Managing appointments, calendars, and conference rooms
- Receiving, sorting, and distributing mail and packages
- Handling customer complaints and inquiries
- Managing security and telecommunication system
- Record and maintaining office expenses.

EDUCATION

Graduate

- BACHELORE COMMERCE
KANNUR UNIVERSITY

PRE PRIMERY-TEACHERS TRAINING CERTIFICATION

Society for Educational and Vocational Advance

CERTIFIED PROFERSIONAL ACCOUNTANT

Financial and Management Accounting

- GCC VAT
- Tally PRIME
- PEACHTREE
- QUICKBOOKS
- WINGS
- MS EXCEL



Baniyas Abu Dhabi



+971525 110 123



Nafiyafarzanamkm@gmail.com

Object:

Efficient effective Accountant with 1 year worked experience, expert level knowledge of accounting and principles and VAT returns. Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities affecting mutual employee and employer growth and success.

PERSONAL DETAILS

| | |
|------------------------|-------------------------|
| Date of Birth | 19-03-2000 |
| Marital status | Married |
| Nationality | Indian |
| Passport No | W6045898 |
| Expiry | 03/11/2032 |
| Linguistic Proficiency | English Hindi Malayalam |
| Visa Status | Visit Visa |

Certificate

- ✓ **PRE PRIMERY-TEACHERS TRAINING CERTIFICATION**
 - Society for Educational and Vocational Advance
- ✓ **Graduate bachelor's degree (BCOM)**
Kannur University
- ✓ **Certified Professional Accountant**
Professional school of accounting
- ✓ **Experience Certificate worked with Manesh Associates as Accountant**
18/03/2022 to 25/03/2023

*I believe in my abilities my qualities and I serve my best thanks for those qualities, and I do hereby
Declare that the above furnished details are true and genuine to the best of my knowledge and my belief*

Nafiya Farzana