

NAFIYA FARZANA

Experience

Accountant

MANESH ASSOCIATE

18-03-2022 TO 25-03-2023

- Prepare and file tax returns ensuring compliance with local state and federal tax regulation.
- Reconcile bank statements, accounts payable and account receivable.
- Prepare financial statement and reports.
- Assist budget and financial forecasting.
- Preparation and submission of invoices.
- Handle Correspondence and communications, both internal and external

Receptionist cum Admin Assistant

AK Mall

- Answering, screening, and forwarding phone calls
- 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

- BACHELOR OF COMMERCE (FACULTY OF COMMERCE AND MANAGEMENT STUDIES)
From KANNUR UNIVERSITY

PRE PRIMERY-TEACHERS TRAINING CERTIFICATION

Society for Educational and Vocational Advance

CERTIFIED PROFESSIONAL ACCOUNTANT

Financial and Management Accounting School

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



Baniyas Abu Dhabi
United Arab Emirates



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Nafiyafarzanamkm@gmail.com

Object:

Efficient effective Accountant with 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 and 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 School
- ✓ **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