

THASNI AZIZ

ACCOUNTANT




 Female

 08-08-1996

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 thasniaziz7@gmail.com


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 501 Atlas Building Beside Mubarak
Center Al Nabbah Rolla Sharjah U A E

SKILLS

● Language
English, Hindi and Malayalam

● Computer
Microsoft Office (Word, Excel,
Powerpoint)
Zoho Books
Tally ERP
Focus

VISA DETAILS

Spouse Visa

ADDITIONAL SKILLS

- * Cost control and Budgeting
- * Financial Reporting
- * Bookkeeping
- * Multi-tasking
- * Analytics
- * Precision
- * Adaptability
- * IT
- * Proficient in quickly mastering accounting software.

WORK EXPERIENCE

● Stop Fire Protection Co Sharjah - UAE

Accountant cum Admin

Jun 2024 - Aug 2024

- Daily accounting of income, expense, acknowledging payment receipts, making vendor payments, Bank Reconciliation and staff travel expense settlement.
- Negotiation with vendors, issuing purchase orders, and acknowledging receipts of goods & services.
- Providing quotation as per requirement of client, raising invoice against purchase orders issued by client after ensuring receipt of payment.
- Daily interaction with Management and taking guidelines for daily admin activity.
- Develop and sustain a level of professionalism among staff and clientele.
- Maintain an organised filing system of paper and electronic documents.
- Taking calls of clients, responding to emails and interfacing with clients.
- Understanding client's requirement, follow up and facilitating client service with help of technical team.

● BABY PARK CENTRE SHARJAH - UAE

Junior Accountant

May 2022 - May 2024

- Experience in financial accounting aligned with International Financial Reporting Standards (IFRS), encompassing comprehensive knowledge and practical application of IFRS principles
- posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports
- Conducting Internal, External Audits & providing Accounting Services.
- Assist senior accountants in the preparation of monthly/yearly closings

● Aadar VFX Pvt. Ltd, Thiruvananthapuram -Kerala India

Junior Accountant

Jan 2020 - Dec 2020

EDUCATION

● MASTER OF COMMERCE (M.Com)

Finance

May 2017 - June 2019

-- Mahatma Gandhi University Kerala

● BACHELOR OF COMMERCE(B.Com)

ACCOUNTING & TAXATION

May 2014 - Mar 2017

-- UNIVERSITY OF KERALA