



FARZEEN ABDULLA BF

ASSISTANT ACCOUNTANT

✉ farzeenfarzi12345@gmail.com ☎ +971 561359690

📍 Al Karama Dubai UAE

PROFILE

Looking for a challenging position in a dynamic, professionally managed organization where my Knowledge, Skills, Educational Qualification and Experiences can be applied for the betterment of the institution as well as myself.

EDUCATION

BACHELOR'S DEGREE

2020 – 2023

MALIK DEENAR COLLEGE OF GRADUATE STUDIES

HIGHER SECONDARY EDUCATION

2018 – 2020

CJHSS CHEMNAD

WORK EXPERIENCE

ASSISTANT ACCOUNTANT

2023 – 2024

DONUTRY

Kasaragod, India

- Managing all accounting transactions.
- Handled monthly, quarterly and annual closings.
- Published financial statements in time.
- Reconciled accounts payable and receivable.
- Managed balance sheets and profit/lose statements.
- Ensured timely bank payments.

FRONT OFFICE EXECUTIVE AND CUSTOMER SERVICE (INTERN)

2021 – 2022

NORTH SEVEN (UNIT OF DEVIL MANSION IND PVT LTD)

Kochi, India

- Answering and Routing phone calls.
- Greeting and Welcoming Guests.
- Managing the day to day activities in the front office like office equipment's, supplies, inventory.
- Schedule and time management.
- Assisting the clients to meet their requirements and providing end to end support.
- Tasking feedbacks and reviews from clients.

CERTIFICATES

ARABIC DATA ENTRY

G-TEC COMPUTER EDUCATION

ENGLISH DATA ENTRY

G-TEC COMPUTER EDUCATION

MICROSOFT EXCEL EXPERT

PROFESSIONAL ACCOUNTS

SKILLS

- FINANCIAL ANALYSIS
- MICROSOFT OFFICE
- CUSTOMER SERVICE
- PROBLEM SOLVING
- MULTITASKING
- COMMUNICATION
- TYPE WRITING IN ARABIC
- TYPE WRITING IN ENGLISH

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

INTERESTS

- SPORTS
- NEWSPAPERS
- PHOTOGRAPHY
- TRAVELLING
- VOLUNTEER

DECLARATION

I hereby declare that all the details are true, complete and correct to the best of my Knowledge and belief.

FARZEEN ABDULLA BF