

# FATHIMATH RINSHA

ACCOUNTANT



## Contact

- +971 55 9165 122
- rinshabasimp@gmail.com
- Dubai, UAE
- <https://www.linkedin.com/in/fathima-rinsha-bb195025b?>

## Personal Details

- Nationality: Indian
- Date of Birth: 04/03/2000
- Marital status: Married
- Visa status: Spouse Visa**
- Languages: English, Malayalam

## Software Proficiency

- Tally ERP 9, Tally prime**
- SAP Business one**
- QuickBooks**
- Busy (accounting s/w)**
- Microsoft Excel.**
- Microsoft Word.**
- Outlook**

## About Me

- Diligent Accountant with expertise in financial oversight, account management, and financial reporting. Proficient in bank reconciliation, payroll administration, and generating MIS reports. Committed to accuracy and compliance. Holds a Post Graduation in Accounting & Finance and Post Graduation Diploma in Indian & Foreign Accounting.

## Experience

- ACCOUNTANT**  
CATALYST EDUCATION, KERALA JULY 2023 - SEPTEMBER 2024
  - Oversight of all accounting and financial operations.
  - Maintenance and management of accounts up to finalization.
  - Preparation of year-end and month-end schedules. and financial statements for audits.
  - Reconciliation of bank accounts.
  - Execution of various bank transactions.
  - Administration of staff files and payroll preparation.
  - Creation of vouchers and validation of documents.

## Education

- POST GRADUATION DIPLOMA IN INDIAN & FOREIGN ACCOUNTING (PGDIFA)**  
IPA, India 2023 - 2024

I earned a Post Graduation Diploma in Indian and Foreign Accounting from IPA Institute, gaining expertise in domestic and international accounting practices. The program provided practical experience with various accounting software and enhanced my skills in financial reporting, tax accounting, and compliance with both Indian and global standards.
- MASTER OF COMMERCE (M.COM) IN ACCOUNTING & FINANCE**  
Calicut University, India 2021 - 2023

Hold masters in accounting and finance, enhancing my expertise in financial management, accounting principles, and financial analysis.
- BACHELOR OF COMMERCE (B.COM) IN COMPUTER APPLICATION**  
Calicut University, India 2018 - 2021

Completed a comprehensive undergraduate program in commerce with a specialization in computer applications, equipping me with a strong foundation in business principles, accounting and computer system.

## Key Abilities

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- GCC VAT
- Journal Entries
- Basic Accounting
- Book Keeping
- Bank reconciliation
- Time Management
- Attention to detail

## Skill summary

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- **Financial Oversight:** Demonstrated proficiency in overseeing all accounting and financial operations, ensuring accuracy and compliance with regulations
- **Account Management:** Successfully maintain and manage accounts from inception to finalization, and meticulous record-keeping and reconciliation
- **Financial Reporting:** Prepare comprehensive year-end and month-end schedules, financial statements for audits, showcasing attention to detail.
- **Bank Reconciliation:** Proficiently reconciling of bank accounts, debtors, creditors, and stock, ensuring financial accuracy.
- **Payroll Administration:** Efficiently handled employee payroll, demonstrating organizational skills and adherence to deadlines.

I hereby declare that the above details and information is true and correct to the best of my knowledge and belief.

Fathimath Rinsha