



FATHIMATHUL SHAHANA KC

ACCA AFFILIATE

FINANCE AND AUDIT PROFESSIONAL

CONTACT INFORMATION

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Dubai, UAE

EDUCATION

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT

- ACCA (Affiliate)

ACCA DIPLOMA IN ACCOUNTING AND BUSINES

BACHELOR OF COMMERCE IN FINANCE | 2021

- Madras university

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

COMPUTER PROFICIENCY

MS Excel ★ ★ ★ ★ ★

MS Outlook ★ ★ ★ ★ ★

Pro audit system ★ ★ ★ ★ ★

Inflo ★ ★ ★ ★ ★

MS Word ★ ★ ★ ★ ★

PROFESSIONAL SUMMARY

Accomplished ACCA Qualified Professional with around 2 years of UAE experience in audit gained from prestigious roles at PKF and Moore Stephens, Dubai. Skilled in IFRS, IAS and ISAs. Successful in working on multiple engagements under challenging environment and completing tasks in the given strict deadlines. Seeking a rewarding role in a reputable organization to contribute expertise and drive organizational success. Passionate about continuous learning and professional growth.

SKILLS

Audit & Compliance

Financial Analysis

IFRS Advisory

Client Management

Sales Audit

Anti-Money Laundering Compliance

International Standards of Audit

Advanced Excel

Report preparation

WORK EXPERIENCE

AUDIT EXECUTIVE | Feb 2024 – Nov 2024



PKF - DUBAI, UAE

- Led audit engagements from planning to completion, ensuring compliance with relevant accounting standards and regulations while strictly adhering to project timelines and budgets.
- Conducted detailed sales audits to identify discrepancies, ensure compliance with company policies.
- Collaborated with internal teams and clients to gather data, address queries, and resolve discrepancies efficiently.
- Monitored and verified transactions, reconciling records to ensure accuracy and consistency in reporting.
- Performed audit procedures for major financial statement areas, including Property, Plant and Equipment, Cash and Bank, Revenue, IFRS9, Purchases, Trade Receivables, and Trade Payables.
- Communicated effectively with clients, maintaining strong relationships to facilitate the timely completion of audits.
- Proposed adjusting journal entries to address accounting discrepancies and effectively communicated audit findings to clients.
- Created and delivered detailed audit reports to senior management and stakeholders, highlighting key findings and recommendations.
- Prepared standalone financial statements, including disclosures, to ensure compliance with laws and regulations.
- Conducted Anti-Money Laundering (AML) procedures, including performing World-Check screenings to assess potential client risks and ensure AML compliance.
- Maintained up-to-date knowledge of industry standards, financial regulations, and audit best practices.
- Implemented rigorous vouching and verification procedures to validate business transactions.
- Conducted quality reviews of financial statements to ensure adherence to regulatory standards




PROFESSIONAL SKILLS AND STRENGTH

- Financial Statement Preparation
- Data Reconciliation & Verification
- Client Communication & Relationship Management
- Audit Planning & Execution
- Adjusting Journal Entries
- Analytical Problem Solving
- Project Timeline & Budget Management
- Proficiency in Microsoft Excel & Audit Software
- Team Collaboration & Leadership
- UAE VAT & Corporate Taxation
- Ability to quickly adjust to new situations and environments.
- Client focused approach Skills include Patience, Attentiveness and a positive language.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 18/9/2000
Nationality : Indian
Marital Status : Single

LANGUAGES

English  100 %
Malayalam  100 %
Hindi  50 %

AUDIT TRAINEE | Sep 2022 – Oct 2023



MOORE STEPHENS, DUBAI, UAE.

- Assisted in planning and executing audit engagements, supporting senior auditors in conducting efficient and accurate audits.
- Performed substantive testing for various financial statement items, such as cash balances, inventory, revenue, and expenses, ensuring compliance with regulatory standards.
- Conducted thorough transaction vouching for various categories including bank transactions, cash payments, purchase invoices, sales invoices.
- Verified financial data by cross-referencing documents, reconciling accounts, and ensuring data accuracy across records.
- Administered the electronic confirmation process for the audit team using Confirmation.com, facilitating efficient and accurate confirmation retrieval.
- Facilitated prompt collection of audit documentation by coordinating closely with clients.
- Devising and analysing lead schedules to scrutinize the issues underlying the financial statements.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.