



Fathima Zakiya

Chartered Accountant

Qualified Chartered Accountant with strong background in Auditing and Accounting, complemented by 3 years of article ship experience and an additional 1 year as a Senior Associate in Dubai. Expertise in external audit, internal audit, MIS reporting, IFRS, VAT, and Corporate Tax. Detail-oriented with a commitment to accuracy in financial analysis and reporting. Excellent communication and interpersonal skills.

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📍 Dubai, U.A.E

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SKILLS

Financial Reporting

International Financial Reporting Standards(IFRS)

Internal and External Audit

Accounting

Tax Advisory

Tax Consultation

Financial Modeling

VAT and Corporate Tax

Direct Tax

Indirect Tax

International Standards on Auditing(ISA)

Collaboration

Analytical Skills

Strategic Planning

Due Diligence

Mentoring

Compliance

Communication Skills

Client Management

Leadership

Time Management

Problem Solving Skills



WORK EXPERIENCE

Senior Associate Global Chartered Accountants

06/2023 - 27/09/2024,

Dubai, U.A.E

Achievements/Tasks

- Managed and finalized the books of accounts for clients, ensuring adherence to financial standards.
- Delivered comprehensive Monthly MIS reports, enhancing client financial transparency.
- Executed internal audits by evaluating clients' operational and accounting policies, ensuring the implementation of provided audit recommendations.
- Conducted external audits in compliance with IFRS, ensuring detailed financial record examination.
- Handled VAT returns after ensuring the accuracy of the data provided within the due dates.
- Filed VAT Returns, Registration, De-registration and Disclosures on FTA Portal.
- Stay updated with VAT developments in the UAE
- Offered consultancy on corporate tax registration requirements and restructured businesses accordingly to maximize benefits.

Internal Audit Manager

Thakhiyudheen & Associates

11/2022 - 02/2023,

Kerala, India

Achievements/Tasks

- Led a team of 11 people in conducting the audit of internal operations and policies, ensuring accuracy and completion of the audit engagement within the agreed time frame.
- Reviewing the entity's internal policies and recommending improvements, as needed, to align with industry norms.
- Prepared financial performance reports tailored to meet client specifications and requirements .
- Prepared projected reports by considering income generation and expansion plans of the entity.
- Maintained timely communication with clients from the beginning of the engagement until the submission of the report.
- Identified unrecorded foreign tax credits, resulting in a 10% tax savings.



WORK EXPERIENCE

Articled Assistant

TH & Co.

03/2019 - 07/2022,

Kerala, India

Achievements/Tasks

- Contributed to delivering high-quality audits and assurance services to clients.
- Produced comprehensive working papers, ensuring meticulous documentation and robust audit procedures.
- Verified client accounting policies against reporting standards and generated financial statements.
- Successfully completed 13 statutory audits within tight deadlines.
- Processed tax returns for 75 individuals by the tax deadline, after completing tax computations.
- Prepared and presented financial statements in accordance with the relevant financial reporting framework.



TECHNICAL SKILLS

ODOO

QUICKBOOKS

TALLY ERP 9

ZOHO BOOKS

MS OFFICE

ADVANCED MICROSOFT EXCEL



INDUSTRY EXPERIENCE

Healthcare

Hospitality

Education

Manufacturing

Non-Profit Organisation

Real Estate

Logistics

Media

Trading



EDUCATION

Chartered Accountant(MRN NO:270743)

Institute of Chartered Accountants of India

12/2017 - 11/2022,

Kerala, India

Certification in Value Added Tax and Corporate Tax

Unique World Education

04/2024 - Present,

United Arab Emirates

Courses

- Value Added Tax
- Corporate Tax

Commerce With Computer Application

Markaz English Medium School

06/2015 - 12/2017,

Kerala, India



HONOR AWARDS

Employee of the Month (02/2020)

TH & Co.

- For outstanding contribution during statutory audit due date.

Topper in CA Intermediate (11/2018)

Lakshya Institute

Topper in CA Foundation (12/2017)

Lakshya Institute



LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency