



# IBAAD IMTIYAZ DALVI

## ACCOUNTS EXECUTIVE

Finance graduate who is accurate and very motivated. Skilled at creating and analyzing financial reports and in charge of cash flow analysis. Having a thorough understanding of various accounting software packages, tools, and processes. able to work well in a team and in a fast-paced environment.

### CONTACT

 [ibaad.dalvi@gmail.com](mailto:ibaad.dalvi@gmail.com)

 +971502341755

### SKILLS

- Proficient with MS Excel and functions like VLOOKUP, HLOOKUP, XLOOKUP and Pivot Tables.
- Proficient at PHP, HTML and Python language.
- Typing speed of 54 words per minute.
- Excellent written and verbal communication skills.
- Tally, GST, Income Tax, Excel Course - Udemy

### EDUCATION BACKGROUND

#### Association of Chartered Certified Accountants (ACCA)

Advanced Diploma in Accounting and Business | Present

- Working on acquiring the Strategic exams qualification.
- Passed the Foundations in Professionalism Ethics module of ACCA.

#### Association of Chartered Certified Accountants (ACCA)

Diploma in Accounting and Business | Sept, 2022

- Passed the Applied Knowledge exams of ACCA qualification.

#### Symbiosis College Of Arts And Commerce

B.com specializing in costing | April, 2019

- Placed in the A Grade, in the top 30 Percentile.
- Modules included; Accounting, Business Studies, Economics, Mathematics and Statistics, Law and Costing.

## ACCOUNTING SKILLS

- In-depth knowledge of basic accounting procedures.
- Knowledge of journal and ledger entries.
- Ability to maintain accuracy while preparing financial reports

## LANGUAGES SPOKEN

English - Advanced

Hindi - Native

Urdu - Native

Arabic - Academic

## PERSONAL INFORMATION

Date of Birth - 13 November 1998

Nationality - Indian

UAE resident 10+ Years

- Trained in creating balance sheets, statements of comprehensive income, statements of cash flows and various risk assessments with attention to detail, analytical and problem-solving skills.

### Gulf Asian English School Sharjah (CBSE Board)

12th Higher Secondary Certificate

- Passed with 73% in Commerce: Economics, Business Studies, Marketing and
- Journalism, Accountancy, English Core

### Gulf Asian English School Sharjah (CBSE Board)

10th Secondary Certificate

- Achieved a CGPA of 8.0