



Sara Salim Faki

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- 🌐 Indian

Objective

To secure a challenging role as an Accounts Assistant, leveraging my proficiency in financial record-keeping, accurate account reconciliation, and independent workload management. I am eager to contribute my expertise in producing precise general ledger entries with accounting software, cross-checking figures for accuracy, and maintaining organized financial records. With a strong commitment to continuous learning and excellent communication skills, I aim to contribute effectively to a progressive accounting team and further enhance my financial acumen.

Education

- 2022 Bachelor of Commerce (BCOM)
- 2019 Higher Secondary Education Certificate Konkan Board

Key Skills

- Independent Workload Management
- Precise General Ledger Entries
- Accurate Account Reconciliation
- Effective Communication Skills
- Detail-Oriented Cross-Checking
- Willingness to learn.
- Audit Process Support
- MS- Excel
- Strong Continuous Learning Mindset
- Proficient in Tally Prime and Accounting Software

Technical Aptitude

- Tally ERP 9
- Outlook
- MS- Office

Work History

Company Name - CA VAIBHAV PARASMAL JAIN AND CO. KHED
Duration - June 2022-July 2023
Designation - Account Assistant

- Reconciled all company accounts, including credit cards and expenses.
- Met deadlines by managing workload independently.
- Supported preparation for the annual audit process.
- Produced accurate general ledger entries with Tally Prime.
- Verified figures with cross-checking of different accounts and documentation.
- Prepared Excel spreadsheets to track banking transactions.

Certification

- Tally ERP 9-GST

Personal Information

Languages: English, Hindi, Urdu, Marathi

Date of Birth: 20/02/2002

Marital Status: Single

Nationality: Indian

Gender: Female

Religion: Muslim

Passport No: Y5920879