

SHAMEEMA PA

Accountant



CONTACT

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- D.O.B : 05-07-1999

Visa Status: Resident Visa.

OBJECTIVE

An accurate and immensely motivated finance student, highly skilled at working quickly and accurately. Seeking a full-time position in finance and accounts where I can lend my knowledge to help your organization improve profitability.

SKILLS

- MS Excel
- Adaptability
- Team Building
- Computer Knowledge
- Decision Making
- Finacle Literacy
- Problem Solving

LANGUAGE

- Malayalam (Mother Tongue)
- English

EXPERIENCE

Malaysian Wood & Steel Factory, 11/04/2021 -
Kerala, India 10/10/2022

ACCOUNTANT

- Provide financial information to management by researching and analyzing accounting data.
- Maintaining accounts payable and accounts receivables of bank operations
- Maintaining and preparing yearly audit reports
- Tallying the financial data on daily basis
- Maintaining day to day financial Transactions
- Generate accurate and financial statements.
- Ensure timely bank payments.
- Comply with financial policies and regulations.

EDUCATION

- CMA – Inter
- BACHELOR OF COMMERCE
Calicut University 81%
- COMMERCE (Higher Secondary Certificate)
Computer Applications 89%
- SSLC
80%

COMPUTER PROFICIENCY

- Completed Computer Training Conducted by ICAI Norms and Standards set by ICAI.
- Familiar with Internet Operations

AREAS OF EXPERTISE

- Related to Costing
Cost Auditing, Cost Compliance, Cost Record, XBRL filling
- Related to Taxation
Income Tax Returns, Service Tax Returns, Sales Tax Return, Tax Audit, TDS Return
- Related to Accounts
Finalization of Accounts, Finalization of Balance Sheet