

AISHA AZAM PADELA



CHARTERED ACCOUNTANT

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📍 Sharjah, UAE

CAREER GOAL

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth-oriented organization, where I can utilize my analytical and organizational abilities and contribute towards organizational goal and development.

SKILLS

Analytical and Critical Thinking

Advanced

Fast Learner

Advanced

Teamwork and Collaboration

Advanced

Multitasking

Advanced

ACADEMIC CREDENTIALS

- Chartered Accountant (CA) completed in October 2013 from ICAI.
- Bachelor of Commerce (B. Com) completed in February 2011 from VNSG University Gujarat.

WORK EXPERIENCE

- Article Assistant at DRA Associates from Aug 2009 to Dec 2013.
 - Auditing and maintaining the books and billables of the client firms.
 - Filing of returns on behalf of client firms.
 - Preparation of Invoices.
 - Preparation of Returns.
 - Handled tax audit of firms.

OTHER TRAITS

- Completed General Management and Communication Skills (GMCS) (ICAI)
- Completed Integrated Course on Information Technology (ITT) (ICAI)
- Proficient in MS Office (Excel, PowerPoint, MS. Word)

PERSONAL DOSSIER

- **Date Of Birth:**
19 Jan 1990
- **Gender:**
Female
- **Nationality:**
Indian
- **Marital Status:**
Married
- **Visa Status:**
UAE Residence visa
- **Driving License:**
Valid UAE License
- **Hobbies:**
Travelling, Cooking

PROFESSIONAL ATTRIBUTES

- Resourceful in completion of assignments, effective at multi-tasking.
- The ability to quickly identify and resolve client problems.
- Able to work autonomously and in a team environment.
- Flexible and Dynamic.
- Trustworthy, discreet and ethical.
- Maintain healthy relationship with colleagues and clients.

LANGUAGE SKILLS

- English
- Hindi
- Gujarati

REFERENCES

Will be furnished upon request.