



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

CONTACT

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Dubai, UAE

CAREER SUMMARY

- More than **5 Years of experience** in Accounts payable, Accounts Receivable, Cash flow, Accruals, Banking & Cash Management.

KEY SKILLS

Team Work

Communication

Detail Oriented

Quick Learner

Time Management

Hardworking

Interpersonal Ability

COMPUTER PROFICIENCY

MS Office ★★★★★
Comrade
Accounting Software ★★★★★
Tally ERP ★★★★★
Internet & Email ★★★★★

LANGUAGES

English 100%
Hindi 100%
Malayalam 100%
Tamil 60%

ACADEMIC CREDENTIALS

MBA IN FINANCIAL ACCOUNTING MANAGEMENT | 2016

- NIBM, India

BACHELOR OF COMMERCE | 2008 - 2011

- Calicut University, India

HIGHER SECONDARY | 2004 - 2008

- Govt. Of Kerala

EMPLOYMENT CHRONICLE

- ACCOUNTANT/ADMIN OFFICER | Mar 2013 – Nov 2020**
HASSAN ALI AL ZAABI TRANSPORT L.L.C
- ACCOUNTANT | Feb 2012 - Jan 2013**
BEST LINE CARGO, DUBAI

RESPONSIBILITIES

ACCOUNTANT/ADMIN OFFICER

- Verifying, analyzing daily sales report
- Verifying, accounting invoices & scheduling timely payments.
- Monthly reconciliation of debtors & creditors.
- Preparing payments to creditors as per the terms & conditions
- Customer outstanding collection
- Banking & petty cash
- Preparation of P&L Account
- Payroll processing
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Answer calls from customers regarding their inquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for Manager Staff.

ACCOUNTANT

- Maintaining records related to grievances, performance reviews and disciplinary actions
- Establish and monitor the implementation and maintenance of accounting control procedures
- Reviewing and validating the invoices/documents submitted by the departments and ensure that the details are in compliance with company policies.

PASSPORT DETAILS

Passport No : V 0873650
Date of Expiry : 11-04-2031
Place of Issue : Cochin

INTEREST

 Music  Travel  Reading

REFERENCE

- Available upon request

- Manage balance sheets and profit/loss statements
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 07-07-1990
Marital Status : Married
Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :
Date : **FASEELA RIYAS**

