



✉ fathima9riz@gmail.com

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📍 Bahrain

🚀 SKILLS

Finance & Accounts

Tally ERP

Cash Flow Management

Payables & Receivables Mgt

VAT, UAE

MS Office Suite

Sage 50 Software

Purchase Administration

Software Proficiency

Effective Communication

Critical Thinking

Problem Solving

Attention to Detail

Teamwork

Research Analysis

🌐 LANGUAGES

English

Arabic(Read & Write)

Malayalam, Hindi, Urdu

🎯 OBJECTIVE

As an accounting graduate with 4 years of work experience, I'm seeking to work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

📁 EXPERIENCE

Accountant

Oct 2019 - Oct 2023

Healthline Day Care Surgery LLC, Abu Dhabi, UAE

- Developed more effective methods of accounting for company cash and ensure each transaction has been put into the daily log.
- Known to deliver in a fast-paced environment with tight deadlines and multiple demands.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Calculating and checking records to ensure payments and entries posted are correct.
- Checking all the cash inflows and delivering reports to managers including any irregularities and discrepancies with the transactions.
- Recording office expenditures, managing petty cash and other relevant transactions.
- Providing timely and accurate financial and business performance reports to the management to base their decisions on.

Purchasing Trainee (Internship)

Oct 2018 - Dec 2018

University of Bahrain, Bahrain

- Filing, arranging and documenting all records and transactions within the purchasing department life cycle.
- Calling the suppliers and following up on material availability and dispatch, providing updates on inventory and tracking payments and goods receipts.
- Sending mail/ fax to vendors as well as related stakeholders to support smooth running of the purchase function.
- Updating the records in the software and ensuring the data is accurate.

EDUCATION

B.Sc. in Accounting

2014-2018

University of Bahrain, Bahrain

Relevant Coursework: Financial Accounting, Auditing, Governmental Accounting, Monetary Economics, Organization and Management, Operations Research, Taxation, Marketing Management, Organizational Behavior, etc.

High School

Indian School, Bahrain

PROJECTS

Research Paper

Received excellent comments for a research paper based on a study of 190 countries named "Determinants on the use of IFRS for Small and Medium Sized Entities- an empirical evidence"

LICENSES & CERTIFICATIONS

Certificate of Completion- Volunteer at Expo 2020 Dubai

Certificate of Completion- Expo 2020 Volunteers Training Programme (at Dubai Police Academy)

Certificate of Completion -User Experience Fundamentals (Udacity)

Driving License - UAE

Driving License - India

REFERENCE

Available upon request -