

Curriculum Vitae

FATHIMA NAZRIN N.

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OBJECTIVES:

To be a part of organization where I can enhance my skills and expertise in Accounting / Auditing fields and attain a high label of performance in professional and personal growth in a company that offers innovative employment opportunity.

PROFILE:

- Passionate, flexible, organized, willing to be trained and a fast learner.
- Excellent oral and written communication skills.
- Pro-active approach with the ability to work under pressure.
- Comprehensive knowledge of accounting standards and guidelines.
- Hardworking and understanding.
- High sense of commitment and dedication.
- Energetic, sincere, and positive attitude towards work.

WORK EXPERIENCE:

- 1. Organization : Skycell, Kerala - India**
Position : Accountant
Duration : 1 year

Duties and Responsibilities:

- Review invoice and prepare for encoding to Tally ERP9.
 - Involved in posting of ledger, control of petty cash, stock control, sales invoicing, cost of expenditure control.
 - Responsible for recording transaction relating to group companies.
 - Prepare monthly bank and credit card reconciliation reports.
 - Record financial transaction according to accounting policies and procedures.
 - Verify payment, receipt and journal vouchers.
 - Assist senior accountant in the preparation of month end closing.
 - Maintain fields and documents thoroughly and accurately.
 - Calculate, prepare and issue documents related to accounts such as bills, invoice, account statement and financial statement.
 - Ensuring the billing as per agreements.
- 2. Organization : Brilliant College, Kerala – India**
Position : Accountancy Tutor
Duration : 3 Years

COMPUTER PROFICIENCIES:

- Tally ERP9.
- M.S. Office
- Visual Basic
- HTML

- SQL
- Ubuntu Software.
- Use of internet.
- Linux Software – Libre Office
- PageMaker
- Special packages in Social Science.
- XML
- DCA
- Cascading Style Sheet.

EDUCATIONAL BACKGROUND:

- M Com. - 2021
University of Kerala - India
- B Com - 2018
University of Kerala – India
- Higher Secondary (HSE) - 2015
Inter Commerce - Central Board of Secondary Education
- 10th - 2013
Central Board of Secondary Education

PROFESSIONAL QUALIFICATION:

- Diploma in Travel & Tourism - 2017

LANGUAGES:

- English - Speak, Write, Read
- Arabic - Read, Write
- Hindi - Read, Write
- Malayalam- Native
- Tamil - Understand

PERSONAL INFORMATION:

- Nationality : Indian
- Date of Birth : 07/03/1997
- Gender : Female
- Marital Status : Married

PASSPORT & VISA DETAILS:

- Passport No. : V 1123213
- Place of Issue : Trivandrum
- Date of Issue : 21/04/2021
- Date of Expiry : 20/04/2031
- Visa Status : Visit Visa

DECLARATION:

I hereby declare that all the details mentioned above are true and correct to the best of my knowledge and belief.

[Fathima Nazrin N.]