

FIDA P K

FINANCE ACCOUNTANT

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Dubai, United Arab Emirates

Summary

Motivated and detail-oriented graduate in Masters in Commerce. Possess foundational understanding of Accounting Principles, Financial Analysis and Proficiency in relevant software. Work for an organization where I can Enhance my Knowledge, Skills, and Experience in Accounting, Commercial Collections, Customer service, Data Management and Related Areas while Working with an Experienced and Prestigious Organization.

Professional Experience

Senior Accountant

2022-2024

Eduport Academy Private Limited

- Payroll Processing and Accounting.
- Bank and Ledger Reconciliations.
- Operational Budget Preparation and forecasting.
- Finalization of Books of Accounts.
- Process and Manage Accounts Payables.
- Monitor and Manage Accounts Receivables.
- Preparation of Financial Statements and Reports.
- Posting Invoices, Credit Notes, Receipts and All Accounting in Zoho Books.
- Ensuring Compliance with Financial Regulations.
- Assist with Internal and External Audits.
- Net Banking Payments.
- Assist with Month-end and Year-end closing Process.

Eduport Residential School

- Petty Cash Handling and Accounting.
- Implementation of Various Strategic tools for Finance Control and Management.
- Collaborate with Other Departments to Optimize financial Process.
- Provide Customer Service for Billing Inquiries.
- Finding and Addressing any discrepancy in Accounting.
- Identify Process Improvement Opportunities.

Office Admin

2021-2022

Sanghamam Multi State Co Operative Credit Society Ltd

- Maintain Accurate Financial Records.
- Loan Sanctioning and Disbursement Process.
- Software Implementation Support.
- Make Recommendations and Services to Customers based on their needs and preferences.
- Reach out to Customers via email and telephone for the reimbursement of Loan.

Education

- **Master of Commerce - (M.Com with Finance)** **2019- 2021**
CKGM Govt College Perambra
University of Calicut, India
Completed with Outstanding Grade
- **Bachelor of Commerce - (B.Com with Finance)** **2016 - 2019**
Farook College Autonomous
University of Calicut, India
Completed with First class and Distinction

Skills & Competencies

- Proficient in Zoho Books.
- Competency in using Microsoft Excel.
- Experienced in Tally ERP and QuickBooks.
- Accounting and Book Keeping.
- Payroll Accounting.
- Finance Control and Analysis.
- Accounts Management.
- Petty Cash Handling.
- Willingness to learn.
- Attention to Detail.
- Adherence to ethical standards and integrity in handling financial information.

Achievements

- Promoted as Senior Accountant at Eduport Academy Private Limited.
- Performer of the Year Award 2024 from Eduport Academy Private Limited.
- UGC National Eligibility Test (NET) Holder-2022.
- Top Scorer Award in Three Consecutive Years from Farook College.

Certifications

Certificate Holder of an Online Course Excel, Tally, GST Authorized by Avodha Education for Job.

Visa Status

Spouse Visa.

Languages

English, Hindi and Arabic (Beginner).