

Vaheeda shebin

Accounts & Audit Incharge

Work experience

Accounts and Audit Incharge

Fast-Track Facility Services Dubai, United Arab Emirates / Since 2021

- Oversees, Analyze, examine, and interpret all account records and compiling financial information, reconciled the reports and financial data verifications.
- Creating a work environment that promotes teamwork, performance feedback, recognition, mutual respect and employee satisfaction.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary.
- Updating audit results to upper management through system reports and presentation.

Audit Incharge

K S Nair Chartered Accountant Company Kollam, India / From January 2018 to December 2018

- Identifying and communicating accounting and auditing matters to Managers and Partners and also creates and maintains accurate and clear documents
- Distributed incoming invoices matched invoices to the irrespective purchase order and filled invoice. -
- Lead and mentor the team and review their work to ensure high quality, accurate and efficient results and service delivery to clients.

Finance or Accounting Specialist

Sha International Kollam, India / From January 2020 to February 2021

- Oversees and prepare asset, liability and capital account entries by compiling and analyzing account information and reporting to the higher management.
- Responsible for the payroll function of employees and ensuring all in-voices and staff reimbursement are paid accurately.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Providing robust financial analysis of accounting results and comparing them to results from previous periods.
- Verifying financial documents for validity, accuracy and completeness and dealing with any financial irregularities.

Education

Master of Commerce in Finance

University of Kerala Kollam, India / From October 2017 to September 2019

Bachelor of Commerce with Computer Application

University Institute of Technology Kollam, India / From April 2014 to April 2017

Additional education

TallyERP9 specialized with VAT

Skillspark Finishing School Kollam, India / 2021

Outlook Essential Training (Office 365/Microsoft 365)

National Registry of CPE NASBA / 2021

Excel; Management Accounting

National Association of State Board of Accountancy(NASBA) National Registry of CPE / 2021

Administrative Professional Foundation

LinkedIn National Registry of CPE SPONSORS QAS / 2021

Advanced Excel

Skillspark Finishing School Kollam, India / From 2019 to 2021

Customer Care Executive (Relationship Centre) conforming to National Skill Qualifications

National Skill Development Corporation India / 2017



✉ shebinvaheeda23@gmail.com

📅 Date of birth 05/03/1996

📞 0554394317

Skills

Proficiency with Microsoft Office

Active learning

Data entry Management

Reporting research results

Financial Application

Customer Relationship Management

Administrative Assistance

Critical Thinking

Analytical Skill

Data Analysis

Computer skills

QuickBook

HTML

Microsoft Powerpoint

Advanced Excel

Tally ERP9

Assets

CERTIFICATION

- Certified in Tallyerp 9 specialized in VAT
- Certified in Advanced Excel
- Certified cleared assessment for the role of Customer Care Executive (Relationship Centre) conforming to National Skill Qualifications Framework Level - 4
- Certified in Administrative Professional Foundation
- Certified in SAP ERP Essential Training
- Certified in Digital Marketing Foundation