

KHADEEJA THUNDAPARAMBIL SAHEER

Dubai, UAE

Mobile: 0547542550 | Email: khadeeja40saheer@gmail.com



Personal Profile

A dynamic and professional accountant with an accounting experience and expertise in handling various accounting activities and procedures and an account holder with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long term

Academic Qualification

Bachelor of Commerce | 2016-2019 |

-Specialized in Computer Application

-Passed with A grade

International Diploma In Montessori Teacher Training | OCT 2020

-Passed with A+ grade

Professional Experience

Mallaya & Associates | JUNE 2020 - MAY 2021 |

Designation : **Audit Assistant**

- Assisted in data gathering and bookkeeping
- Managed and maintained daily accounting tasks
- Worked closely with senior accountants
- Undertaking the financial audits
- Liaising with clients, individuals, businesses
- Preparing the financial statements
- Filing income Tax Return
- Ensure that financial statements and records comply with law and regulations
- Stock Auditing and submitting the relevant documents

EXL Company | JULY 2021 - DECEMBER 2021 |

Designation : **Reporting Analyst**

- Acquiring the data from other sources
- Creating reports on a regular basis
- Fixing any code issues
- Ensuring that databases are error-free and organized

Skills and Abilities	<ul style="list-style-type: none">▪ Communication and Presentation Skills▪ Time Management and Organization Skills▪ Critical Thinking and Analytical Skills▪ Problem Solving Skills▪ Good Skills in Tally ERP.09▪ Financial Statements▪ Auditing stocks▪ Good in MS Office , MS Excel▪ Goal oriented										
Awards & Achievements	<ul style="list-style-type: none">▪ Best Manager : won cash prize for the college level Best Manager competition▪ Badminton Championship : first prize for inter-school competition										
Personal Information	<table><tr><td>Date of Birth</td><td>15-JAN-1998</td></tr><tr><td>Marital Status</td><td>Married</td></tr><tr><td>Languages spoken</td><td>English,Malayalam,Hindi,Tamil</td></tr><tr><td>Nationality</td><td>Indian</td></tr><tr><td>Passport No</td><td>S2008276</td></tr></table>	Date of Birth	15-JAN-1998	Marital Status	Married	Languages spoken	English,Malayalam,Hindi,Tamil	Nationality	Indian	Passport No	S2008276
Date of Birth	15-JAN-1998										
Marital Status	Married										
Languages spoken	English,Malayalam,Hindi,Tamil										
Nationality	Indian										
Passport No	S2008276										