

# KHADEEJA THUNDAPARAMBIL SAHEER

Dubai, UAE

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## 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

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**Skills and Abilities**

- 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

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**Awards & Achievements**

- **Best Manager** : won cash prize for the college level Best Manager competition
- **Badminton Championship** : first prize for inter-school competition

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**Personal Information**

<b>Date of Birth</b>	15-JAN-1998
<b>Marital Status</b>	Married
<b>Languages spoken</b>	English, Malayalam, Hindi, Tamil
<b>Nationality</b>	Indian
<b>Passport No</b>	S2008276

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