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| **RUBEENA** **DUBAI, UAE****RUBEENA.150968@2freemail.com** | **1871** |

**Semiqualified and an Aspiring Chartered Accountant with 10 years of Accounting and Audit Experience*.***

***CAREER PROFILE AND SELF ASSESSMENT:***

* As a professionally experienced candidate, interest lie in a career path with heavy analytical duties and responsibilities.
* Outstanding academic and practical background and fast learner with high energy and a drive to exceed expectations.
* Proactive and result oriented with broad experience in the aspects of accounting including but not limited to reconciliations, MIS reporting, Finalization of accounts.
* Well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
* Seeking to leverage professional expertise and experience into a senior/managerial role as a professional accountant.

***PROFESSIONAL EXPERIENCE***

**SENIOR ACCOUNTANT**

**Fortune Engineering and Energy Services LLC, DUBAI**

**Sept 2012 – Jan 2016**

* Completed the backlog audits for the previous years with full responsibility and leadership.
* Compiled and presented detailed monthly, quarterly reports for Senior Management perusal and act as the focal point in preparing year-end audits.
* MIS Reporting : Directed and coordinated all accounting/audit functions in a 3 persons team including: account receivable, accounts payable, payroll, journal entries, billing & collections, and monthly financial reporting.
* Process journal entries and perform corrections to ensure accurate records.
* Perform process analysis, and communicated recommendations to management
* Partnered with external ERP software providers to implement an accounting system conversion from manual to automated computerized processing [Microsoft Dynamics AX].
* Created and implemented accounting policies and practices supporting the new automated system.
* ***Travelled to Nigeria to finalize the financial statements and Audit for one of the group companies***

**Associate – Financial Services**

**RM EDUCATION, TECHNOPARK, INDIA**

**Mar 2011 – July 2012**

* Served as the line manager (SPOC) to a team of four members.
* End to End Accounting and Finalization of accounts ofRM

 US including Bank reconciliations, Cash flow reports.

* Intercompany reconciliations for all the business units of RM.
* Preparing the monthly Cash flow reports for all the business units.
* Supplier statement reconciliation.
* Managed the accounts receivable/Accounts payable tasks of RM UK**.**
* EForm Processing (Invoicing based on request AP team, RM UK for their clients) – Invoices, Credit and Credit and Reinvoicing.

**Finance/Accounts executive**

**SPERIDIAN TECHNOLOGIES PVT LTD, Technopark, India**

**Mar 2009 - Mar 2011**

* Managing Payroll records of employees in the company as well as its sister concerns in US.
* Timesheet & Vendor payment management of employees in US and Vendor Account Reconciliations.
* Invoicing and the maintenance of the day to day accounts of Dubai Office.
* MIS reporting
* Assisting for the maintenance of Indian accounts in the company.
* Preparation of monthly and quarterly reports for the management and consolidation of accounts.

**Assistant Business Practice Analyst Jul 2007 – Mar 2009**

**ERNST AND YOUNG,**

**Techno park, Kerala, India**

* Team Champion for a new budgeting and scheduling tool.
* Support for development of a tax application.
* Double tax treaty analysis.
* Vouching and Verification work for Ernst and Young, Doha.
* Withholding tax preparation for Ernst and Young, Saudi Arabia.

**Audit Assistant July 2006 – June 2007**

**VARMA & VARMA,**

**Chartered Accountants.**

**Trivandrum, INDIA**

As an Audit assistant in the beginning of my career, I was part of several internal and statutory audits of various governmental and Non- governmental Organizations which included:

* Vouching and Verification of various companies and organizations as part of internal audit.
* Preparation of bank reconciliation statements for the companies and giving the adjusting entries.
* Verification of work contract statements so as to comply with the organizational standards.
* Finalization of Accounts of government and non- governmental organization.

***EDUCATIONAL QUALIFICATIONS***

**The Institute of Chartered Accountants of India**

CA – Inter, May 2008; GPA – 5.0

**All Saints College, Kerala University, India**

Bachelor of Commerce - March 2005; GPA – 6.9

**New Model School, Dubai**

Secondary/Higher Secondary, March 2000/2002; GPA – 9.0

**Association of Chartered Certified Accountants, US**

*Pursuing ACCA (Professional Level)*

**SOFTWARE SKILLS**

Microsoft Dynamics AX - Advanced

Quick Books - Intermediate

Sage, MAS 90 - Intermediate

Tally – Advanced

MS Excel - Advanced

Other MS Office applications - Advanced

**AREAS OF STRENGTH**

* Strong Communication Skills
* Time Management Skills.
* Driven to learn & apply new ideas.
* Dedicated and self-motivated.
* Highly professional
* Proven leadership capabilities.
* Complete command over Excel and data entry.
* **POSSESS VALID UAE DRIVING LICENSE**

**PERSONAL DETAILS**

*Present Location : Dubai, UAE*

*Date of Birth : 10/4/1985*

*Marital Status : Married*

*Visa Status : On Husband Visa*

**ACKNOWEDGEMENT:**

I hereby acknowledge that all the information provided above is true to the best of my knowledge.