**CURRICULUM VITAE**

Fatima

C/o 971504973598

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**CAREER OBJECTIVE**:

Seeking position in finance and accounts process to use my professional skills and educational qualification towards the benefit of the organization. Wish to work with a professional body that allows me to utilize my potential and secures me a position that will lead to a lasting working relationship in the field of finance and accounts.

**JOB EXPERIENCE:**

Junior accountant at CORPORATE SOLUTIONS REDEFINED (July 2014-Sep 2015)

**JOB RESPONSIBLITIES**:

* Post and process journal entries.
* Update accounts receivable and issue invoices.
* Update accounts payable and perform reconciliations.
* Assist in the processing of balance sheets, income statements and other financial statements.
* Update financial data in databases.
* Assist senior accountants in the preparation of monthly/yearly closings.
* Assist with other accounting projects.

**ACADEMIC QUALIFICATION**:

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| --- | --- | --- | --- |
| DEGREE | UNIVERSITY | Percentage | Year |
| MBA(Finance) | Osmania University | 70% | 2014 |
| B.Com(Computers) | Osmania University | 79% | 2012 |
| Intermediate | Board of Intermediate | 69% | 2009 |
| ICSE | Board of Secondary | 72% | 2007 |

**TECHNICAL PROFICIENCY**:

Technical Skills: MS-Office.

Operating Systems: Windows XP & 7.

Accounting Skills: Manual Accounting, Tally, C++.

**PERSONAL DETAILS**:

Name : Fatima

Date of Birth : 30-12-1991

Nationality : Indian.

Marital Status : Married.

Visa Status : Sponsor Visa (valid upto 21 july 2019)

Languages Known : English, Hindi and Urdu

DECLARATION:

I hereby declare that the above-mentioned information is true and correct and I bear the

Responsibility for the correctness of the above-mentioned particulars.

Place: UAE

FATIMA