

**SHAFIFA (ACCA)**

E-mail: shafifa-397835@gulfjobseeker.com

**Dubai UAE**

**Visa Status: Employment Visa**

**Career Objective**

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both personally and professionally and where I can utilize my skills and experience efficiently and effectively.

**Professional Experience**

***Medical Center in Al Ain, UAE***

***Work as: Accountant (July-2018 to Present)***

***Responsibilities:***

* Provide Financial Information to management by researching and analyzinga ccounting data & preparing reports.
* Recommends financial actions by analyzing accounting options.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and proceedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Prepare payments by verfying documentation and requesting disbursements.
* Prepare special financial reports by collecting , analyzing and summarizing account information and trends.
* Prepare asset , liability, and capital account entries by compiling and analyzing account information.
* Summarizes current financial status by collecting information, preparing balance sheet, profit

and loss statement and other reports.

***Skans School Of Accountancy Lahore Pakistan***

***Worked as: Teacher*** ***(Jan-2017 to April- 2018)***

***Responsibilities:***

* Teaching Specialties in Accounting, Finance, Audit and Business subjects.

***Shahid Mustafa & Co, Lahore Pakistan***

***Worked as:*** ***Audit & Accounts Senior (Oct-2015 to Dec- 2016)***

**Shahid Mustafa & Co is a Chartered Accountant Audit & Tax Consultant**

***Responsibilities:***

* Compliance checking of various laws including provisions of Companies Ordinance, 1984
* Preparation and filing of Annual Income Tax Returns of Companies Firms and Individuals
* Preparation and filing of Wealth Statements of Individuals
* Preparation and filing of monthly Sales Tax Returns
* Preparation and filing of Statements of Tax Deducted/Collected
* Preparation and filing of appeals to the Commissioner (Appeals)
* Exemptions and refund cases of Companies both specific and general
* National Tax Number (NTN) and Sales Tax Registration Number (STRN)
* Audit Purchase invoices and their related documents.
* Inspection of Financial Statements of Clients and Make Internal Audit Report.
* Physical stock taking of various Clients
* Audit of Financial Statements of various clients and Make Audit Report.

**Academic and Professional Qualification**

**ACCA (AFFILIATE)**

(Association of Chartered Certified Accountants, UK (ACCA)

**Higher Diploma In Accountancy UK (HDA)**

(Skans School Of Accountancy Lahore Pakistan)

**Intermediate In Commerce (I.Com)**

(Pakistani Islamia Higher Secondary School Sharjah UAE)

**Software Proficiency**

**Well versed with MS office (MS Word, MS Excel, MS power point)**

* **Experienced in working on Different Customized software**
* **Experienced in working on Tally 9.0**
* **Experienced in working on Peachtree.**

**Personal Profile**

Highly motivated individual, aspiring to work in challenging environments

Main strengths include:-

* Able to Demonstrated capability of producing **high quality work under pressure situations**.
* **Dedicated, results oriented** and **out-of-box thinker**.
* **Excellent communication skills** accompanied by a pleasant personality.
* A **team player**, recognized as a committed worker and **solution provider**.
* An **analytical, creative** and research oriented person.
* Performance-oriented individual with strong problem-solving capabilities and experience in accounting and finance; adept to work in corporate environment with excellent report writing, communication and presentation skills.

**PROFESSIONAL EXPERTISE**



* Financial Management.
* Accounts Payable.
* Auditing.
* Payroll Management.
* Taxation
* Financial Reporting
* Management/Cost Accounting

**Personal Information**

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|  | Date of Birth: | 25-Feb-1995 |
|  | Nationality : | Pakistani |
|  | Material Status: | Married |
|  | License | UAE Driving License |

**Interest**

* Reading, watching T.V, Cricket, Football.