

FASEERA C

Accountant Executive | Finance Assistant | General Accountant
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SUMMARY

Results-driven finance professional with 5+ years of accounting and finance experience across UAE and India. Expertise in financial reporting, general ledger management, accounts payable, accounts receivable, VAT compliance, Corporate Tax filing, payroll processing, bank reconciliation, budgeting support, and month-end closing activities. Proven ability to manage end-to-end accounting operations while ensuring compliance with UAE Federal Tax Authority regulations. Proficient in Peachtree, Odoo, Tally Prime, Zoho Books and advanced MS Excel. Currently pursuing MBA (Finance) and ACCA qualification.

SKILLS

- Financial Accounting
- General Ledger Management
- Financial Reporting & Analysis
- Month-End & Year-End Closing
- Management Information System (MIS) Reporting
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- VAT Compliance & Filing
- UAE Corporate Tax Compliance & Filing
- Payroll & WPS Administration
- Cash Flow Monitoring
- Budget Tracking
- Audit Support
- ERP Systems (Odoo) & Peachtree
- Advanced MS Excel

WORK EXPERIENCE

Feedback Marketing Consultants LLC, Sharjah, UAE

Accountant

January 2023 – Present

GENERAL LEDGER

- Prepare and post journal entries and journal vouchers for monthly accounting transactions.
- Reconcile General Ledger and sub-ledger accounts and identify differences.
- Investigate and resolve reconciliation and accounting discrepancies.
- Support month-end and year-end closing, including adjustment and closing entries.

ACCOUNTS PAYABLE

- Process and verify supplier invoices with purchase orders and supporting documents.
- Prepare payment vouchers, cheques, and bank payments for supplier payments.
- Reconcile supplier accounts and statements and resolve differences.
- Process debit notes, credit notes, and prepayments as required.

ACCOUNTS RECEIVABLE

- Process customer invoices, receipts, and credit notes.
- Maintain customer accounts and perform AR reconciliations.
- Prepare Statements of Account (SOA) and monitor outstanding balances.
- Follow up on customer collections and resolve payment differences.

FIXED ASSETS

- Maintain fixed asset records and supporting schedules.
- Verify asset invoices and supporting documents for capitalization.
- Record asset additions and disposals and support depreciation calculations.
- Prepare fixed asset information for management and audit purposes.

TREASURY

- Perform regular bank reconciliations and identify unreconciled transactions.
- Process bank payments, cheque deposits, cash deposits, and transfers.
- Monitor cash and bank balances and cash-flow movements.
- Follow up on banking issues and outstanding transactions.

PAYROLL

- Process monthly payroll and WPS and verify salary details.
- Check attendance, leave, new joiners, employee changes, and salary adjustments.
- Reconcile payroll records and ensure payments are properly supported.
- Calculate employee end-of-service gratuity/indemnity as per UAE Labor Law.

OTHER RESPONSIBILITIES

- Prepare financial statements, management reports, expense reports.
- Monitor budgets, project expenses, and cash flow and provide information to management.
- Prepare and submit UAE VAT returns and Corporate Tax filings.
- Coordinate with auditors and provide required accounting records and documents.
- Ensure all accounting entries have proper supporting documents.
- Support ICV preparation and documentation by coordinating with suppliers and internal teams.

Greene Diesels & Engineers, India

March 2021 – October 2022

Assistant Accountant

- Recorded and reviewed accounting transactions using Tally Prime.
- Assist financial statements, GST reports, reconciliations, and supporting schedules.
- Managed accounts payable and accounts receivable activities.
- Processed invoices, purchase orders, sales returns, and vendor documentation.
- Assisted with month-end closing procedures and financial reporting.
- Maintained accounting records in compliance with internal controls and accounting standards.

TECHNICAL SKILLS

- Odoo ERP
- Peachtree Accounting
- SAP FICO
- Tally Prime
- Zoho Books
- MS Excel
- PowerPoint

CERTIFICATIONS

- Tally
- SAP FICO
- SAP MM
- QuickBooks Certification
- VAT Compliance Certification
- UAE Accounting & Taxation Training

EDUCATION

- **MBA (Finance) – SVSU University**
2025 – 2027
- **ACCA Candidate**
5 of 13 Papers Completed
- **Bachelor of Commerce (B.Com) Calicut University**
2018 – 2021

KEY STRENGTHS

- Strong analytical and problem-solving skills
- High attention to detail and accuracy
- Effective communication and teamwork
- Quick learner with adaptability

LANGUAGES

- English
- Arabic
- Malayalam
- Hindi
- Tamil

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.