



ADEEB MOHAMMED KOYA

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📍 Qatar, Doha

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🇮🇳 Nationality: Indian

● Holds Valid Qatar Visa

EDUCATION

Chartered Accountancy

The Institute of Chartered Accountants
of India (ICAI) 2022 - 2025
Pursued the Intermediate level.

Bachelor of Commerce

PVS College of Arts and Science
(University of Calicut) 2019 - 2022

SKILLS

- Financial Reporting & Statement Preparation
- Accounts Reconciliation & Accuracy
- Audit Assistance & Documentation Management
- Compliance & Regulatory Adherence
- Task Prioritization & Deadline Management
- Client Communication & Presentation Skills
- Problem-Solving & Critical Analysis
- Organizational & Time Management Skills
- Risk Assessment & Decision-Making

COMPUTER SKILLS

- Microsoft Excel
- Tally
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Access

PERSONAL PROFILE

An analytical and detail-oriented professional with a strong foundation in accounting, finance, and audit. Experienced in compliance and business operations, with a proven ability to break down complex data and support informed decision-making. Thrives in dynamic environments that require precision, critical thinking, and adaptability.

WORK EXPERIENCE

○ 05/2023 – Present

A Fahad & Associates (Chartered Accountant)

Article

- Prepared and maintained accurate financial records, including ledgers, journals, and financial statements in compliance with accounting standards.
- Assisted in audit processes by organizing and providing necessary documentation, reports, and evidence to auditors.
- Conducted client meetings and presentations, effectively communicating financial insights and regulatory requirements.
- Managed scheduling, task prioritization, and deadline tracking to ensure timely submission of tax-related documentation and regulatory filings.
- Reviewed financial transactions, identified discrepancies, and ensured compliance with internal policies and regulatory requirements.

LANGUAGES

○ English

Malayalam

Arabic (Reading & Writing Proficiency)



DECLARATION

○ I hereby declare that the above information and facts are true to the best of my knowledge and belief.