



Fathima J

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Objective

To obtain a challenging and rewarding accounting position that utilizes my strong analytical and problem-solving skills, and provides opportunities for growth and development. Enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Education

- Indira Gandhi National Open University** 2023-2025
MBA (Banking and Finance)
Completed
- Avodha** 2024-2025
Skill Training in Tally Prime, SAP, Zoho Book, International Accounting
92%
- UTEK education** 2022-2023
Diploma in Montessori and Pre Primary TTC
First class
- Kerala university** 2019-2022
BBA (Human Resource)
6.4
- Kerala State Rutronix** 2019-2020
Diploma in Computer Application
First calss
- Janatha Higher Secondary School** 2017-2019
Higher secondary
912

Experience

- Al- Amana Jewellery** 2023 - Current
Accountant

As an accountant at Al-Amana Jewellery, I manage financial transactions, track inventory, and maintain accurate records of sales, purchases, and expenses. I prepare financial statements and reports, ensuring compliance with accounting standards and regulatory requirements. With attention to detail and analytical skills, I identify trends and areas for improvement, providing valuable insights to support business decisions. I work closely with the management team to optimize financial performance, minimize costs, and drive growth. My expertise in accounting software and financial management enables me to deliver high-quality financial management services to Al-Amana Jewellery.

Skills

- Financial statement preparation
- Bookkeeping
- Financial analysis
- Budgeting and forecasting
- Financial planning and strategy

Languages

- English
- Malayalam

- Tamil
- Hindi

Personal Details

- Date of Birth : 21/12/2000
- Marital Status : Married
- Nationality : Indian
- Passport : W5952635
- Gender : Female

Tools And Software

- Tally
- Excel
- International Accounting
- PowerPoint
- Word
- Zoho Books

Deceleration

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