

THAMJEEDA A, Accountant

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CAREER OBJECTIVE

I am seeking a challenging position with a forward-looking company where I can utilize my skills and abilities. I aim for professional growth while being resourceful, innovative, and flexible. I aspire to be creative, continually learn, and contribute to the success of the company.

EXPERIENCE

Cashier / Accounts Assistant, Saudia Hypermarket, Doha, Qatar 2024 to Present

- Executed daily reconciliation of sales transactions and cash collections, ensuring accurate POS reporting and proper revenue recognition.
- Generated daily sales reports and maintained financial data records to support efficient month-end closing.
- Administered cash handling and cash reconciliation processes, minimizing discrepancies through strict internal controls.
- Validated invoices, pricing structures, and transaction postings to ensure accurate accounting records.
- Facilitated accounts payable documentation and collaborated with the finance team to maintain audit-ready records.
- Enforced compliance with company accounting policies, financial procedures, and retail accounting standards.
- Conducted monthly financial reconciliation and ledger verification to ensure accurate financial reporting and audit compliance.

Accountant, Emerald Traders, Malappuram, Kerala, India 2021 to 2023

- Managed full-cycle accounting including journal entries, general ledger maintenance, trial balance preparation, and month-end closing.
- Prepared financial statements (Balance Sheet, Profit and Loss Statement, Cash Flow Statement) to enhance management reporting accuracy.
- Administered accounts payable and accounts receivable functions, improving collection efficiency and vendor payment scheduling.
- Conducted monthly bank reconciliation and ledger scrutiny, identifying discrepancies and strengthening financial reporting accuracy.
- Processed payroll, statutory deductions, and tax calculations ensuring full compliance with GST regulations.
- Assisted in budgeting, financial forecasting, and variance analysis to support cost control initiatives.
- Generated MIS reports and performed financial analysis using Tally ERP and MS Excel.
- Coordinated with auditors and ensured complete documentation for statutory audit compliance.

Office Assistant, Emerald Traders, Malappuram, Kerala, India 2018 to 2020

- Provided administrative support including handling phone calls, emails, internal correspondence, and documentation control.
- Organized and maintained physical and electronic financial records to ensure efficient document retrieval and audit readiness.
- Assisted visitors, clients, and employees by directing inquiries to appropriate departments, ensuring smooth office coordination.
- Managed office supplies procurement and inventory monitoring to support uninterrupted daily operations.
- Processed incoming and outgoing mail, courier documentation, and supplier correspondence accurately.
- Supported office inventory tracking including equipment and supplies, maintaining proper documentation records.

SKILLS

Financial Accounting	General Ledger Management	Accounts Payable	Accounts Receivable
Bank Reconciliation	VAT Compliance	Month-End Year-End Closing	Financial Statement
Payroll Processing WPS	Budgeting Financial	MIS Reporting Financial	Preparation
Tally Prime	Forecasting	Analysis	Tally ERP 9
Microsoft Word	GST Filing	Gulf VAT Regulations	Microsoft Excel Advanced

EDUCATION

Bachelor of Commerce in Finance, University of Calicut, India	2014 to 2017
Higher Secondary Education, Board of Higher Secondary Examination, Kerala	2012 to 2014
SSLC, Board of Public Examination, Kerala	2012

LANGUAGE

English – Professional Proficiency , Arabic – Basic Communication, Hindi – Fluent, Malayalam – Native

PERSONAL DETAILS

Nationality: Indian
Date of Birth: 16 September 1995
Marital Status: Married
Passport Number: W7550629
Place of Issue: Kozhikode
Passport Expiry Date: 11 December 2032

DECLARATION

I hereby declare that all the information stated above is accurate and complete to the best of my knowledge and belief.