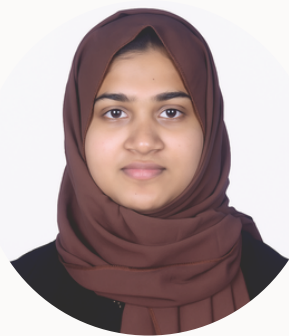


FATHIMATH MUFEEDA

ACCOUNTANT



ABOUT ME

Detail-oriented Accounts Professional with 3+ years of hands-on experience in accounting, billing, inventory management, and financial reporting across India and the UAE. Strong experience in manual and system-based accounting, GST & VAT coordination, invoicing, PDC cheque handling, and Excel-based process improvement. Proficient in Tally Prime, Microsoft Excel, and MS Office, with the ability to streamline manual processes and improve efficiency.

CONTACT



+971 524406402



haleemmufeeda@gmail.com



Dubai, UAE

TECHNICAL SKILLS

- Project Management Tools
- Advanced Administration
- Basic billing software
- MS office
- excel
- Social Media Management

SOFT SKILLS

- Multitasking
- Team collaboration
- Time management
- Fast learner
- Conflict resolution

SOFTWARE

- Tally prime
- zoho
- SAP FICO

LANGUAGE

- English
- Hindi
- Malayalam

WORK EXPERIENCE

Accountant

IAAM Properties – Labour Camp Services, Dubai
October 2025 –December 2025

- Collected PDC cheques from clients and prepared invoices and receipts
- Converted manual MS Word invoice formats into Excel-based templates, significantly reducing preparation time
- Created Excel formats to verify quotations prepared by admin, improving accuracy and efficiency
- Maintained client-wise PDC cheque tracking and prepared daily cheque deposit and payment reports
- Organized vendor invoices and expense details in Excel for VAT submission (outsourced)
- Cross-checked client payment status and followed up on overdue payments
- Managed all accounting records manually without accounting software, ensuring accuracy and proper documentation
- Improved record-keeping and reporting using Microsoft Excel and MS Office

Telesales Agent

Victory Line Financial Services, Dubai
July 2025 – August 2025

- Communicated with clients over calls, explaining investment opportunities clearly and professionally.
- Maintained accurate records of client interactions and investment inquiries.
- Handled client queries and followed up on registration or documentation issues.
- Developed problem-solving and communication skills in a fast-paced client-facing role.
- Collaborated with the team to ensure smooth process flow and client satisfaction.

Assistant Accountant

Baby World, India
2024 – 2025

- Recorded purchase and sales entries in Tally for GST purposes
- Prepared purchase orders and calculated GST amounts for submission
- Coordinated GST data with external firm for outsourced GST filing
- Maintained basic accounting records and supported day-to-day billing activities
- Assisted in reconciling GST-related data using Tally Prime

Sales & Inventory Accountant

Peoples Cycle Company, India
2022 – 2025

- Managed purchase of stock, coordinated with suppliers, and maintained purchase orders
- Maintained inventory and stock records, including pricing and stock movement
- Recorded purchase and sales transactions in Tally for GST filing
- Assisted walk-in customers, handled product explanation, and supported end-to-end sales process
- Prepared monthly Profit & Loss statements and basic financial reports
- Maintained petty cash book and daily cash transactions
- Supported pricing decisions based on cost and margin analysis
- Used Tally Prime and Microsoft Excel for accounting and reporting activities

EDUCATION

Master Commerce (Finance)

GPM Government College (2023 - 2025)

Bachelor of Commerce

MIC Arts and Science College (2020 - 2023)