

AMINA SHAHAREEN

ACCOUNTANT

Analytical, organized and detail-oriented accountant with 3 years and 3 months of experience in different fields. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges, propel business growth.

EXPERIENCE

CLOUDBERRY AUDITORS AND ACCOUNTANTS, DUBAI UNITED ARAB EMIRATES - ACCOUNTANT

2022 MARCH-PRESENT

Working in an accounting and auditing firm to provide professional accounting services for individuals and business clients. Provide full range of services, include tax preparation, Account's support, preparation of financial statements, pro forma budgeting, general ledger accounting and bank reconciliation.

BUMBERRY BABY PRODUCTS PVT LTD, KOCHI INDIA

ACCOUNTS EXECUTIVE

2020 MAY- 2021 OCT

Accounts executive for a cloth diaper manufacturing and trading firm. Maintained financial books, tracked expenses, prepared and submitted invoices, oversaw payroll.

M/S ACCOUNTS , KOCHI INDIA

JUNIOR ACCOUNTANT

2019 MAY – 2020 MAY

Assisted with all accounting activities. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations.

EDUCATION

CERTIFIED MANAGEMENT ACCOUNTANT (CMA US) – INSTITUTE OF MANAGEMENT ACCOUNTANTS

(Pursuing)

Sharjah, UAE.

(971) 506786334

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TECHNICAL SKILLS

- TALLY ERP 9
- TALLY PRIME
- QUICKBOOKS
- MS OFFICE.

LANGUAGES

- English
- Malayalam
- Hindi

PERSONAL DETAILS

DOB : 21/05/1998

Gender : Female

Nationality : Indian

Religion : Muslim

Personal Strengths

- Confident
- Good interactive skills
- Practical and Radical thinking
- Problem-solving
- Quick Learner
- Adaptive and Curious.

MASTER OF COMMERCE (M.COM) — *IGNOU*

(Pursuing)

BACHELOR OF ARTS IN ECONOMICS —

CALICUT UNIVERSITY

AUG 2016 - APR 2019

PERSONAL PROJECTS

AN ECONOMIC ANALYSIS OF JIO USERS IN CALICUT

Major impact of sudden takeover of JIO in Indian market. Effect of JIO on other telecom companies.

Declaration

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