



WAAFIQA SHERIN

AUDIT TEAM MEMBER

+971 56 597 3114



Dubai, United Arab Emirates



waafiqasherin03@gmail.com



Waafiqa Sherin Mohamed Jaward



Visit Visa - Expiry 17th Sep 2024



Indian



PROFILE

ACCA skill level student with sound knowledge in Financial Accounting and Financial Audits. A results driven individual with strong analytical and problem solving abilities, seeking challenging opportunities to leverage my skills and contribute to the growth of the organization.

EDUCATION

ACCA DIPLOMA IN ACCOUNTING & BUSINESS

Padmarajam Institute of Management
Year: 2023 - 2024

BACHELOR OF ARTS (FRENCH)

The American College, Madurai
Year: 2020 - 2023
GPA: 3.7

SECONDARY AND HIGHER SECONDARY

Madurai Crescent Matric. Hr. Sec
Year: 2017 - 2020
Percentage: 85.8% (Sec)
Percentage: 76.2% (Hr. Sec)

ACHIEVEMENTS

Certificate of success in Foundations in Professionalism

SKILLS

- Team Player
- Communication
- Analytical
- MS office
- People Management

LANGUAGES

- English - Fluent
- French - Proficient
- Tamil - Native

EXPERIENCE

Audit Trainee at A.M Khan & Co., India

Feb 2024 - April 2024

- Assist in planning and conducting audits of financial statements.
- Maintain accurate records of financial transactions and Book-keeping using accounting software and spreadsheets.
- Filing Tax Audit Reports for clients as per the law and regulations.
- Assist team members in preparing ITR cases.
- Maintain professional communication with clients, addressing queries, and supporting audit processes during client engagements.

Admin Assistant at Kontur Logistics, India

Mar 2023 - Jan 2024

- Manage daily office operations, including maintaining records, updating inventory, and organizing supplies.
- Maintain and update electronic and physical filing systems to ensure easy access to documents.
- Answer and direct phone calls and emails related to logistics operations, addressing inquiries and resolving issues.
- Support logistics projects by organizing project documentation, tracking progress, and coordinating team activities.