



FASNA NABEEL

ACCOUNTANT

☎ 0567320765

✉ Fasnabeel2269@gmail.com

📍 Sharjah, United Arab Emirates

PROFESSIONAL SKILLS

- Accounting and invoicing
TallyERP9, ZOHO, Quickbooks
- All the tools for data analysis.
(Advanced Excel)
- Documentation and Mailing
(MS Word, Outlook)
- Effective and Engaging
Presentation (MS Power Point)
- Data Entry

SKILLS & COMPETENCES

- Strong analytical and problem solving skills
- Strong communication and interpersonal skills
- Successful at multitasking and meeting deadlines

ABOUT ME

As a highly motivated and detailed-oriented Accountant, I am eager to leverage my expertise in financial analysis and accounting principles in an accounting position. My goal is to contribute to the success of a dynamic organization by applying my skills and commitment to excellence.



CERTIFICATION

ADVANCED CERTIFICATION IN UAE TAXATION & VAT

3 Months internship from capella tax consultancy UAE

Provided by: Knowledge & Human Development Authority UAE

WORK EXPERIENCE

UAE VAT CALCULATION & SUBMISSION

Capella Tax Consultancy Al Ain, UAE | August 2024-October 2024



www.capella.ae

One of the Registered Tax Agencies in UAE

- Quality review of financial statements
- VAT Registration, Refund & Filing
- Preparation of financial ratios
- Acquired in-depth understanding of UAE VAT & Corporate Tax
- Experience with balance sheet analysis and reconciliation.
- Working knowledge of tally ERP9, Word, Excel.
- Performed data processing in MS Excel.

**PERSONAL
DETAILS**

Date of birth : 27/03/1990

Nationality : Indian

Visa Status : Residential Visa

Marital status : Married

LANGUAGE KNOWN

English (Read, Write and Speak)

Malayalam (Read, Write and Speak)

Hindi (Read and Write)

Arabic (Read and Write)

DATA ENTRY OPERATOR

Insta Web, Dubai

Worked as Data Entry Operator for part time | 2018 - 2019

- Enter and update data into designated systems, spreadsheets, or databases.
- Retrieve and organize data from various sources, including physical documents and electronic files.
- Meet daily or weekly deadlines for data input and reporting tasks.

CIVIL DRAFTSMAN

Sky view builders | 2011 -2012

- Prepare detailed drawings, plans, and layouts based on engineer’s design.
- Use computer-aided design (CAD) software, such as AutoCAD, Revit, or Civil 3D.
- Conduct site surveys to gather data and measurements for project planning.
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- Conduct site surveys to gather data and measurements for project planning.

EDUCATION

DIPLOMA IN CIVIL ENGINEERING	- 2010 - 2012
Calicut , Kerala	
PLUS 2 COMMERCE	- 2008 - 2009
JDT Islam , Calicut	