



# 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



- 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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## EDUCATION

DIPLOMA IN CIVIL - 2010 - 2012

ENGINEERING

Calicut , Kerala

PLUS 2 COMMERCE - 2008 - 2009

JDT Islam , Calicut