

# FATHIMA MAZAHIRA

(B'Sc Accounting, CA Finalist)

I hold 11+ years of rich experience in Financial Reporting, Financial Analyzing, Audit, Assurance and Taxation. I have excellent communication and negotiation skills as well as innovative and creative thinking. As a quick learner I have the ability to quickly adapt to changing environments. I am a strong and dependable team player with a proven track record of timely delivery of all tasks and achievement of objectives set. Experienced in catering the accounting needs of overseas clients varying from United Kingdom, New Zealand and Australia.

## Age:

39 years

## Visa Status:

Residence Visa (UAE)

## Availability:

Immediate

## Nationality:

Sri Lankan

## Phone:

+971 52 173 5772

## Address:

Muwaileh,  
Sharjah

## E-Mail:

[mazahirah@hotmail.com](mailto:mazahirah@hotmail.com)

## Gulf Experience:

1 year

## Education

- Finalist -Chartered Accountantsof Sri Lanka
- B'Sc Accounting (Special) University of Sri Jayewardenepura, Sri Lanka

## Languages

Professional Proficiency

Sinhala | Tamil | English

## EXPERIENCE

### Accountant cum Admin

Gulf Brothers International (FZC)-SAIF Zone

April 23 –Jul 23

- Prepared monthly Financials, Reconciliations (Supplier, Customer, and Bank) Payroll processing and all other General Ledger related functions.
- Oversaw Accounts Payables and Accounts Receivables.
- Monitored cash flow activities ensuring Customer collections and Supplier payments are done on time.
- Prepared Vat returns and reconciling the same to the ledger.
- Performed all the tasks related to Imports and Exports of Textile Catalogues, complying with Sharjah Customs and Sharjah SAIF Zone rules and regulations.
- Performed Audit functions as required.

### Tellida (Pvt) Ltd

Jan 2016-Dec 2022

### Supervisor-Finance & Accounts Outsourcing

Tellida is an offshore Business Process Outsourcing (BPO) firm, which manages outsourcing operations in Finance and Accounting for clients in UK, New Zealand and Australia.

- Prepared monthly, quarterly and annual financial statements and tax returns and analyzing the same adhering to IFRS principles
- Dealt with resolving problems and issues which aroused pertaining to the clients overseas
- Performed record, review and reconciliations of Fixed Assets, AP, AR, Revenues, Inventory, Payroll, Cash, and Cash equivalents, resulting in accurate financial statements
- Assisted the Manager with all the managerial tasks which consists recruitments, internal and external audits etc.
- Worked as a Training partner for CA/ACCA/CIMA.
- Developed and reviewed Standard Operating Procedures for different processes for different clients
- Led a team in managing the client in an efficient manner to ensure client satisfaction.

## Skills & Competencies

- Decisiveness
- Presentation Skills
- Attention to detail
- Analytical thinking
- Ability to work under pressure
- Excellent communication skills
- Ability to handle individual projects
- Meeting challenging deadlines

## Projects

- Team Member of ISMS compliance committee (Tellida is an ISO 27001:2013 certified company).
- Team Member of General Data Protection Regulation (GDPR) compliance committee

## Software

Sage 50 | Xero Online | Quickbooks Online | iFirm | Dext | Sage Intact | MS Office

## References

Omar Fatha Rally  
CEO  
Tellida (Pvt) Ltd  
Colombo 4-Sri Lanka  
Office: +94 11 7940 501  
Mobile: +94 77 7800 940  
omar@tellida.com

Dr. Yousuf Maraikkar  
CEO  
Roshan Trading (Pvt) Ltd,  
Colombo 6, Sri Lanka.  
Office: +94 11 2367 610  
Mobile: +94 71 2775 999

**RN Associates**

**Mar 2014-Mar 2015**

**Chartered Accountants**

**Senior Auditor**

- Planning, conducting and finalizing of Statutory Audits along with the financial statements of organizations operating in various industries
- Reporting critical matters of the audit to the Engagement Manager and the Partner together with recommendations for their review and approval
- Performed general accounting functions, payroll, accounts payable and receivable
- Proactively interact with key client's management
- Computation of personnel and corporate tax liabilities and preparation of tax returns
- Trained and assisted new auditors
- Preparation of management letters and other specific reports as requested by the client, discussion and finalization of the same with the client management

**Shangri-La and Traders Hotel - Abu Dhabi**

**Feb 2011-Feb 2012**

**Service Associate -Accounts Receivable**

- Responsible for handling the daily billing of debtors and verifying such settlements from debtors.
- Daily reconciliations of debtors and credit cards to general ledger
- Be responsible for the timely preparation and mailing of all revenue related documents and investigate for disputes.
- Prepare the Debtors' Aging Report in accordance to the WINAC (Managers System), which helps the Credit Manager as a follow-up for the amounts due
- Attending Operational Meetings and Credit Meetings to ensure the accuracy of the billing intact

**Deloitte Sri Lanka**

**July 2007-Jan 2010**

**Chartered Accountants**

**Senior Auditor**

- Planning, conducting and finalizing of Statutory Audits along with the financial statements of organizations operating in various industries including; manufacturing, real estate, trading, insurance companies, finance companies and non-governmental organizations.
- Reporting critical matters of the audit to the Engagement Manager and the Partner together with recommendations for their review and approval
- Preparation/ review of financial statement, Auditors' reports to the members and other reports in accordance with the relevant standards and legislations