

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

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
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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 Chartered Accountants Senior Auditor

Mar 2014-Mar 2015

- 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 Service Associate -Accounts Receivable

Feb 2011-Feb 2012

- 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 Chartered Accountants Senior Auditor

July 2007-Jan 2010

- 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