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# FATIMA Al Smadi



## WORK EXPERIENCE

## ACCOUNTING

### ● Worked as VAT consultant/VAT accountant and looked after the following duties:

1. Functioning as the head of the team Preparing and filing of VAT returns periodically, without fail.
2. Adhered to FTA rules and regulations.
3. Providing advice on tax planning and VAT.  
. timing of income,size and the timing of purchase.
4. Prepare tax report and declarations quarterly.
5. Organize and update the company's tax database.
6. Prepare necessary paperwork for tax payments and returns.
7. Detection and evaluation of risks and opportunities regarding respective tax issues.
8. Prepare de-registration of VAT if needed.
9. Follow industry trends and track changes related to taxes.

### 1. Worked as an internal auditor and my responsibilities were as follows:

10. operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
11. Obtaining, analyzing and evaluating accounting documentation, reports, data, and flowcharts.
12. Protect against fraud, manipulation and theft of the organization's assets.  
. periodically perform inventory audit , cash audit , financial statements audit.
13. Make recommendations on how to improve internal controls and governance processes.  
. segregation of duties.  
. password setting.  
. physical audits.  
. management approval.
14. Reconcile documentation with actual inventory or assets to ascertain accuracy.
15. identify loopholes and recommend cost savings.  
. turnarounds and outages.
16. Maintain open communication with management and audit committee.
17. Prepare audit findings memorandum.
18. Conduct follow up audits to monitor management's interventions.
19. Engage to continuous knowledge development regarding sectors' rules, regulations, best practices, tools, techniques and performance standards.
20. travel to different sites to meet relevant staff obtaining documents and information.

### ● Worked as general accountant, my responsibilities were as follows :

21. used bookkeeping programs (QuickBooks, Manager and Zoho books).
22. Prepare financial statements.
23. Share financial data with the accounting department.
24. Prepare fixed asset depreciation and accruals.
25. Assist with year-end closings.
26. Account/bank reconciliations.
27. Sound knowledge of collection and claims procedures.

## PERSONAL DETAILS

**Nationality** : Jordanian  
**Gender & Status:** Female | Single  
**Date of Birth** : 16/10/1992  
**Current City** : Dubai  
**Visa Status** : Resident (father sponsorship).

## EDUCATION

**University of Sharjah, United Arab of Emirates (2012 - 2016)**

*B.Sc | Business Administration (accounting)*

## LANGUAGE SKILLS

- Arabic (Native)
- English (v. good)
- Russian (Average)

## SKILLS AND QUALIFICATIONS:

1. The ability to think objectively
2. Experience with Microsoft (word-excel – outlook – PowerPoint)
3. Self-motivated worker with ability to multitask.
4. Strong team leadership and motivation skills.
5. Excellent communication abilities.
6. Problem solving skills
7. Ability to work independently.
8. Ability to work under pressure
9. Ability to understand and perform tasks easily.
- 10.ability to work in deadline environment.

## CONTACT:

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