

FASEELA K A

ACCOUNTANT

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PROFESSIONAL SUMMARY

Detail-oriented and dependable Accountant with over 3 years of experience in managing day-to-day accounting operations, bookkeeping, and financial documentation in both UAE and India. Proficient in Tally, Zoho Books, QuickBooks, and with working knowledge of SAP FICO (Financial Accounting & Controlling), along with basic exposure to the SAP MM (Materials Management) module. Experienced in handling accounts payable and receivable, invoicing, billing, bank reconciliation, cash flow monitoring, and financial reporting. Well-versed in UAE VAT documentation and compliance, audit preparation, and maintaining accurate financial records in line with organizational and regulatory standards. Recognized for strong analytical skills, attention to detail, and the ability to manage multiple accounting tasks efficiently while meeting deadlines.

WORK EXPERIENCE

Accounts Intern (UAE VAT & Taxation)

Jul 2025 – Sep 2025

Capella Leading Tax Agency – UAE

- Assisted in ledger posting, journal entries, sales and purchase invoice entry using Tally accounting software
- Supported preparation and maintenance of UAE VAT records, including transaction classification and documentation
- Gained hands-on exposure to VAT compliance procedures, record keeping, and filing requirements under UAE tax laws
- Assisted in accounts payable and accounts receivable tracking and documentation
- Supported bank reconciliation, cash book maintenance, and petty cash records
- Helped prepare financial reports, summaries, and supporting schedules for review
- Performed data entry, verification, and reconciliation to ensure accuracy of accounting records
- Maintained proper filing systems and digital records as per regulatory requirements

Accountant

May 2024 – Apr 2025

Cool Life Trading L.L.C – Dubai, UAE

- Managed day-to-day accounting operations including sales, purchase, journal, and ledger entries using Tally accounting software
- Processed supplier invoices, customer invoices, receipts, and payments accurately and within deadlines
- Maintained accounts payable and accounts receivable, including follow-ups on outstanding balances
- Performed bank reconciliation statements, cash book maintenance, and petty cash management
- Prepared and maintained UAE VAT records, including transaction documentation and filing support
- Assisted in audit preparation by organizing vouchers, invoices, ledgers, and financial reports
- Maintained proper documentation, filing systems, and digital records
- Coordinated with internal teams and external parties for smooth financial operations

Saba Trading Company – Kerala, India

- Handled daily bookkeeping activities, including cash, bank, sales, and purchase transactions
- Maintained general ledger, debtor and creditor accounts
- Prepared financial statements, trial balance, and basic reports
- Used MS Excel for report preparation and expense tracking
- Supported management with accounting data for decision-making

CERTIFICATIONS

- **Certificate Course in UAE VAT & Corporate Taxation**
- **CFA – Computerized Financial Accounting**

EDUCATION

Master of Commerce (M.Com) – Distance Education**Pursuing**

M.G. University

Bachelor of Commerce (B.Com)**2008 – 2011**

University of Calicut

SKILLS

- Accounting & bookkeeping
- Accounts payable & receivable
- Invoice processing & billing
- Bank reconciliation & cash flow management
- Financial reporting & analysis
- UAE VAT & taxation compliance
- Audit support & documentation
- Tally, Zoho Books, QuickBooks, SAP (FICO, MM)
- Advanced MS Excel, MS Word
- Ledger management & data entry
- Problem solving & communication

LANGUAGES

- English (Conversational)
- Hindi (Intermediate)
- Arabic (Basic)
- Malayalam (Fluent)

PERSONAL DETAILS

- Passport Number: I0681580
- Date of Birth: 19/05/1991
- Visa Status: Spouse Visa