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Dubai, UAE

## PERSONAL INFORMATION

Nationality : Indian  
Date of Birth : 29-05-1994  
Visa Status : Tourist Visa  
Validity upto : 30-12-2022  
Marital Status : Married

## SKILLS

- Accounts preparation
- Statutory account preparation
- Corporation tax computations
- Financial statement presentations
- Audit documentation knowledge
- Financial reporting

# ISHRETH IBRAHIM

## PROFESSIONAL SUMMARY

Dedicated Accountant cum Audit Assistant with 8+ years of experience. Demonstrated history of meeting company goals and promoting best practices. Thrives under pressure and adapts to challenges with ingenuity and resilience.

## WORK HISTORY

November 2014 - January 2019

**CA Santhosh Jacob Thomas - Accountant cum Audit Assistant,**  
Pathanamthitta, India

- Assisted in completing audit jobs from planning to finalisation.
- Assisted in 40+ Concurrent Audit of Banking Institutions.
- Assisted 120+ internal and 65+ external financial audits since 2015.
- Built and maintained effective relationships with internal and external Clients.
- Performed statutory account preparation for audit clients working across Nationalized Banks and Financial Institutions.
- Calculated interest, Penalties and associated fees for Filing Income Tax Returns (ITR) of the Corporate Clients.
- Completed accurate transactions following internal standards, industry best practices, and applicable regulations.
- Prepared monthly bank reconciliations with 100% accuracy.
- Prepared GST and income tax forms for commercial and individual clients.
- Created periodic reports comparing budgeted costs to actual costs.
- Reconciled accounts from income and expense data to net worth and assets.
- Worked with large volumes of data, completed accurate calculations, and presented results in required formats.

- Cash-flow forecast development
- Account reconciliation
- Financial management
- Strong communication
- Bookkeeping
- MS Office Suite
- Cash Flow analysis
- Calculating liabilities
- VAT returns
- Statutory reporting
- Data entry
- Accounts Payable/Accounts Receivable
- Account reconciliation processes
- Project budgeting
- Schedule management
- Budget analysis
- ERP (Enterprise Resource Planning) software

## EDUCATION

M.Com: International Business Operations  
**Indira Gandhi National Open University (IGNOU)**, Pathanamthitta, India, 2017

Bachelor of Commerce: Finance and Taxation  
**Catholicate College (Mahatma Gandhi University)**, Pathanamthitta, India, 2014

- Organised financial documentation and statements with detailed and accurate information about transactions.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Used spreadsheet software to compile and analyse financial data.
- Analysed data using optimum statistical techniques to understand or improve information relevance.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Increased effectiveness and efficiency of audit by completing detailed, accurate working papers.
- Prepared Project Reports of Micro Small and Medium Enterprises.
- Built and maintained effective relationships with internal and external clients, resulting in 100% client satisfaction.
- Assisted in billing and fee recovery, helping company to constantly meet and exceed cash collection targets.
- Kept accurate and updated filing systems with financial data, statements and associated records.
- Evaluated financial information to detect and investigate suspected fraud.
- Wrote reports detailing actions for internal use, client review, or official recordkeeping.
- Read and correctly interpreted documentation to understand key details and make accurate judgments about data.
- Identified and help correct errors in financial data or accounting practices.
- Produced high quality and accessible financial statements, reports and forecasts.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Maintained integrity of general ledger, including chart of accounts.
- Updated journal entries and accounts on accrual basis with Accounting Software.
- Assessed charges based on contract terms or established policies.
- Compiled data to inform and optimise decision-making.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.

Higher Secondary  
Education : Commerce  
**Marthoma Higher  
Secondary School (HSE),**  
Pathanamthitta , India,  
2011

## ACADEMIC ACHIEVEMENTS

- Member of National Service Scheme
- Received Merit-cum-Means Scholarship, Govt.of India
- Received District Merit Scholarship for Toppers
- Awarded Best Performer of 2014
- Awarded Best Student of 2011 and 2012

May 2019 - September 2022

## **IBS Foods International Private Limited - Accountant cum Audit Assitant,** Pathanamthitta , India

- Supported senior auditor in creating audit objectives and project scope for progression towards audit targets.
- Implemented substantive testing to identify material misstatements, preventing ₹77800/- in non-compliance losses.
- Led team of junior auditors to consistently meet and exceed audit goals.
- Checked large and complex data sets to identify controls failures, fraud and concerning trends.
- Minimised risk by maintaining up to date knowledge on industry and regulatory changes impacting audit operations.
- Interpreted financial statements, account records and detailed numerical data to make accurate audit assessments.
- Handled diverse client portfolio work, establishing goals and supporting achievement to deadline.
- Testified before shareholders to audit results, potential impacts and recommended actions.
- Maintained updated knowledge of risk management policies and compliance requirements for audit accuracy.
- Conducted verification inspections to verify implementation of corrective actions and minimise risks of future audit failures.

## NOTE

Currently I am on Visit Visa and available to join Immediately.

## DECLARATION

I hereby declare that the information and details provided in this resume are correct and inclusive to the best of my knowledge and belief.

Ishreth Ibrahim