

SHARIFA FATHIMA IDRIS



Personal & Contact

Email ID :

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Contact No. : +971 55 5124781

Address : Al Qusais 1, Dubai.

Date of Birth : 9th April 1999

Visa Status : Under Father's Sponsorship

Citizenship : Indian

Skills

- JAVA Programming
- MY SQL - RDBMS
- Microsoft Office – Word, Excel, Power Point Presentation, Outlook.
- HTML
- Social Media Marketing
- Public Speaking
- Sage Coretime
- Microsoft Dynamics GP

Languages

- English
- Hindi
- Urdu
- Tamil
- Arabic (Read and Write)

Driving License

UAE Driving License

Experience

Deloitte Middle East – Business Process Solutions (2nd February 2020 – 30th June 2020) – Finance Intern

- Posting Invoices, Credit Notes, Collections.
- Work in progress Processing.
- Project Code Opening & Closing.
- Accounts Receivable Reconciliation.
- Segregation and posting of petty cash expenses.
- Preparation of task related presentations.

Internship at Al Abbas Group of Companies (16th July 2018 – 31st August 2018)

- Follow-up with customers on pending documents.
- Data updation on excel.
- Preparation of letters/ notices/follow up for payment/renewals.
- Basic accounting work.

Education

- **2019** – Completed **BCOM PROFESSIONAL** from Manipal Academy of Higher Education (MAHE) , Dubai , UAE with **9.54 GPA**
- **2019** – **Association of Certified Chartered Accountant (ACCA) (AFFILIATE)** from Phoenix Financial Training, Dubai, UAE
- **2016** – **Higher Secondary Education (HSE)** from The Indian High School, Dubai with **89.6%**
- **2014** – **SSLC** from The Indian High School with **8.2 CGPA**

Honors and Awards

- **2nd Position** in the **ACCA Competition**
- **3rd Position** in **TIHS Arabic Calligraphy Competition.**
- **“Responsive Team”** title achieved in **Deloitte Middle East – BPS.**

Certifications & Training Attended

Online education (via Coursera) from:

- The Hong Kong University of Science and Technology (Business innovation via patent)
- University of Virginia (Ethical leadership through Giving Voice to Values)
- University of California (Work smarter not harder)
- The State University of New York (The Factors that Influence the Effectiveness of Boards and the Governance Process)

Attended “ VAT Made Easy ” Workshop – May 2018