



DILBER ALI

Accountant/Audit Assistant

OBJECTIVES

Accounting professional with more than 2 years experience in conducting financial statement audit, inventory audit, budgeting and maintaining payroll records. Detail oriented with exceptional communication skills and the ability to express the ideas in both verbal and written form. Recognized for qualitative work and capable to adapt change within a challenging business environment and have been.

PROFESSIONAL SKILLS

- Financial reporting
- Payroll and WPS
- Bank reconciliation
- Accounts payable & receivable
- Bank position & petty cash
- Forecast and business plan
- Audit reports
- Budget preparation

CAREER TIMELINE

- Assistant Accountant (6th JULY 2020 – 30th May 2022)
School of Corporate Accounts
- Audit Assistant (3rd FEBRUARY 2020- 11th May 2020)
LV & Co Chartered Accountancy

EDUCATION

- B COM (general) from University of Madras
- Inter ACCA (6 papers completed) (Reg no. 4087527)
- Diploma in SAP FICO from School of Corporate Accounts
- Advanced diploma in Corporate Accounts Management from School of Corporate Accounts
- Business Analytics with Excel from Simplilearn
- Higher Secondary from CBSE

CONTACT:

- dilber.ali.rasheed@gmail.com
- +971 582726798
- Dubai, UAE
- Visa status : Visit Visa
- LinkedIn/DilberAli

SOFTWARE SKILL:

MS Office	★★★★★
Tally ERP 9.0	★★★★★
SAP (FICO)	★★★★☆☆
Peachtree ERP	★★★★☆☆
QuickBooks	★★★★☆☆
Adobe	★★★★☆☆

LINGUISTIC

	R	W	S
English	★	★	★
Malayalam	★	★	★
Arabic	★	★	☆
Tamil	☆	☆	★
Hindi	★	★	★

PERSONAL DETAILS

DOB	14 th May 1993
Nationality	Indian
Passport No.	R9734622

WORK EXPERIENCE

Assistant Accountant:

School of corporate accounts is a training institute for commonly used corporate software in accounting.

Work responsibilities

- Reduced the aging debt balance by calling students pending fees that were over 30 days past due.
- Set up student accounts, fee collection structure, follow up on fees receivable.
- Worked with HR department to maximize resource utilization and recommended changes .
- Managed all travel expenses by matching all receipts to all charges.
- Create reports on fess collection and daily expenses to senior management.
- Worked with several different departmental managers to collect data required for quarterly management reports.
- Manage all documentation and report generation for accounting staff.
- Maintaining accounting ledgers by verifying and posting the account transaction.

Audit assistant:

LV & Co is an accounting solutions firm and worked as Audit assistant under Lazar Dominic (CA).

Work responsibilities:

- Identify control gaps in processes, procedures and systems through in depth research along with developing auditing programs and addressing risks and evaluating regulatory requirements.
- Evaluate audit results with clients and provide recommendations and improvements on areas of concern to enhance productivity and performance.
- Manage and coordinate client audit plans and fieldwork including financial and operational audits across multiple industries.
- Supervise audit staff members, including assistance in developing audit procedures and techniques in order to effectively perform timely audit.
- Supervise team members, including providing feedback upon completion of audit.
- Performed several substantive tests to obtain sufficient and appropriate audit evidence, collate reports and communicate findings and recommendations.
- Coordinated and liaised closely with audit partners in resolving problems such as opening balance discrepancies amongst others.
- Prepared audit spreadsheets to analyze and compare current and previous year financial results.
- Organized and maintained financial records, tax preparation and periodic inspection of accounting books and practices.
- Performed analytical procedures and analyses to detect unusual financial relationships.

REFERENCE:

Name: Mrs Asha Shaji, Position: Administrator at School of Corporate Accounts Pvt.Ltd, Contact: +91 8281652665

I hereby affirm that the above mentioned information's true best of knowledge and belief.

DILBER ALI