

# Thanzeela Begam Abdulkader CMA

## Mob. No. 00971 55 8122471



### Address

P.B.No.13199  
Dubai  
UAE

**Contact No:** 055 8122471

### E- mail :

[thansilashanavasj7@gmail.com](mailto:thansilashanavasj7@gmail.com)

**Date of Birth :** 30<sup>th</sup> May 1981

**Nationality :** Indian

**Visa Status:** Husband visa

### Languages :

English, Hindi

### Academic Profile

**M.com** : 2001-2003  
MG University  
Kerala, India.

**B.com** : 1998-2001  
MG University  
Kerala, India

### Technical Profile

- Ms Office
- **Tally, Peachtree QuickBooks.**
- Practical training in Finance and Management Accounting

### Profile

**CMA** with four years experience in Dubai, proficient in Accounting, seeking a position in an organization that promises career growth and to improve myself to be an indispensable asset for the organization through the application of my skills. I have frequently upgraded my skills and honed my talents. I shall be highly obliged if a personal appointment can be arranged so that you can gauge my credentials on an interactive level

### Certification

**CMA (USA)** : November 2017 - October 2018  
Score 81% in single window.

### Work History

#### **POSITIVE BUILDING CONTRACTING L.L.C**

DESIGNATION : ACCOUNTANT CUM ADMINISTRATOR

DURATION : December 2007 – July 2010

LOCATION : Dubai, UAE

#### Job Responsibilities:

- Update and control general ledger, cash and bank accounts.
- Reconciliation of Bank statement.
- Monthly preparing cash flow budget and cash flow statement.
- Preparation of financial statements.
- Ensure all payments and receipts are processed timely.
- Accounting and reporting accrued items.
- Drafting letters, Quotations, LPO and Invoices.
- Preparation and verification of daily attendance sheet and site report.
- Management of Payroll of around 90 staff.
- Administrate visa process.

### **FAMILIES GROUP OF COMPANY**

DESIGNATION : **ACCOUNTANT**  
DURATION : October 2005 – March 2007  
LOCATION : Dubai, UAE

#### Job Responsibilities:

- Update and control general ledger, cash and bank accounts.
- Preparing monthly financial reports, cash flow statements.
- Making quarterly profit and loss accounts.
- Assist with annual report and interface with examiners and auditors.
- Making payment, receipt and journal vouchers.
- Ensure all payments are processed timely.
- Accounts payable dealt with proper credit terms with suppliers.

### **AIYER & CHERIAN CHARTERED ACCOUNTANTS**

DESIGNATION : **Audit Assistant(part time)**  
DURATION : March 2005- Sep 2005  
LOCATION : Kerala-India

#### Job Responsibilities:

- Take part in execution of audits including planning, fieldwork, analysis of findings, generation of audit reports and presentation of results.
- Track and monitor the actual and report variances.
- Assist in preparing balance sheet and all financial statements.

Actively participated in the following events:

- Concurrent audit in Banks.
- Internal audit in KSINC (Kerala shipping and Inland Navigation Corporation)