



FATHIMATHUL HAZRA SHEMEER

CMA USA | ADMIN PROFESSIONAL

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Dubai, UAE

CAREER OBJECTIVE

Looking for a challenging role so that I can use my capabilities through sincere dedication and hard work to move up the graph of the organization, seeking a long-term employment in the stable and prominent organization where I can impart my knowledge in setting up and serving the company’s administration and process.

WORK EXPERIENCE

ACCOUNTANT

RELIANCE DIGITAL IN (CALICUT)

September 2024-February 2025

- Managed accounts payable and receivable processes,
- Assist to prepare accounting software to ensure the accounts are properly managed
- Ensuring timely payments and collections from vendors
- Reconciled bank statements, maintaining financial accuracy and identifying discrepancies
- Prepared financial reports for management review and analysis
- Assisted with year-end closing procedures

Administrative skills

- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- The ability to develop long-term goals and strategies
- Time management skill
- Team work and collaboration
- Decision making

EDUCATION

- **Bachelor of Commerce- B.Com, Computer Application (University of Calicut)** **2020-2023**
- **Certified management accountant (CMA USA)** **2023-2024**

LANGUAGE: English, Hindi, Malayalam

AREAS OF EXPERTISE

- Accounting
- Accounts Payable
- Records Management
- Bank reconciliation
- Administration
- Data entry

SOFT SKILLS

- Time management
- Leadership
- Communication
- Adaptability
- Attention to detail

PERSONAL DETAILS

- Nationality: Indian
- Gender : Female
- DOB : 09/04/2002
- Status : Single
- Passport No : U2849229
- Visiting Visa : till June 16