



"Detail-oriented and highly organized professional seeking the Accountant cum HR Assistant position to leverage my expertise in financial management and human resources. With a strong background in accounting practices, preparing financial reports, payroll administration, and employee relations, I aim to contribute to the company's operational efficiency and employee satisfaction. Committed to maintaining accurate financial records and supporting HR functions, I am dedicated to fostering a productive and compliant workplace environment."

✉ sinshafathima21@gmail.com

🏠 Old Airport, Doha

📞 55694986

📅 Apr 27, 1999

🌐 Indian

🔗 QID - 29935620072

SKILLS

- Financial Analysis
- Payroll Processing
- Accounts payable and receivable
- Employee Relations

ACCOUNTANT CUM HR ASSISTANT

Sinsha Fathima

EXPERIENCE

● Jul 2023
2024

ACCOUNTANT CUM HR ASSISTANT MANAGER Organic Restaurant Management . Doha

- Prepared financial statements and reconciled accounts, improving financial accuracy.
- Managed payroll processing for 150+ employees, ensuring accuracy and timeliness.
- Calculated and processed Overtime payments.
- Monitored cash flow, accounts receivable and accounts payable.
- Prepare Daily sales report and Local Purchase Order (LPO).
- Ensure all purchase invoices and delivery receipts are recorded.
- Processed invoices, expense reports and vendor payments.
- Prepare monthly inventory reports for management review.
- Prepare Purchase VAT and Sales VAT for Saudi branch.
- Maintain employee records and ensure compliance with relevant employment laws and regulations.
- Assisted in benefits administration and employee relations, fostering a positive work environment.
- Conducted recruitment and onboarding for new hires, maintaining personnel records.

● Feb 2023
Jun 2023

ACCOUNTANT Paddy Farmers Producer Co Ltd . India

- Prepared and analyzed financial statements (balance sheet and income statement).
- Ensure timely and accurate completion of financial transactions.
- Handled day-to-day accounting process to drive financial accuracy.
- Prepared and filed federal and state tax returns.
- Collected and reported monthly expense variances and explanation.

- Attention to detail and accuracy
- MS Office suite
- Recruitment Support
- Data Reconciliation
- Software proficiency
- Communication skills

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

• Jan 2022
Feb 2023

ACCOUNTANT

Al Baraka United Financial Services Co .

Saudi Arabia

- Prepared Financial report, VAT Report, Consolidated Income statement and Balance sheet.
- Maintained accurate financial records for multiple clients, ensuring compliance with regulations.
- Assisted with preparation of monthly, quarterly and annual financial statements and reports.
- Performed data processing in MS Excel and Tally.
- Monitored and recorded expenses, contributing to expense management and control.

• Feb 2019
Nov 2021

ADMINISTRATIVE ASSISTANT

Vestige Marketing Private Ltd - DLCP. India

- Assist with inventory, including receiving and stocking merchandise.
- Prepared reports and presentations for internal and external use.
- Maintained and organized office files and documentation.
- Responded to emails and phone inquiries, providing excellent customer service.

EDUCATION

• Sep 2020
Jul 2022

M.COM

University of Calicut . India

• Jul 2017
May 2020

B.COM

Yuvakshetra Institute of Management India Studies .

• Jul 2023
Sep 2023

PROFESSIONAL ACCOUNTING INTERN

Inmakes Learning Hub. India

IT SKILLS

- MS Excel, Word
- Tally (ERP 9, Prime, Gold)
- Quick Book
- GCC VAT
- Knowledge of Accounting Principles and Tools.