

NOUFI NAVAS

Results-driven accounting professional with a proven track record in both credit associate and accountant roles, combining comprehensive financial expertise with a strategic approach to credit management. Demonstrated success in maintaining accurate financial records, conducting risk assessments, and ensuring compliance with regulatory standards. Adept at providing financial insights to drive informed decision-making and contributing to the overall financial health of the organization. Seeking to leverage a diverse skill set and extensive experience to add value in an accounting leadership role.



CONTACT DETAILS

- +971 561058987
- noufichinna2@gmail.com
- DIP-1, Dubai

ACADEMIC CREDENTIALS

- MASTER OF COMMERCE | 2016**
 - MG University
- BACHELOR OF COMMERCE | 2014**
 - Kerala University
- HIGHER SECONDARY | 2011**
 - Board of Higher Secondary Examination, Kerala, India
- SSLC | 2009**
 - Board of Public Examination, Kerala, India

PROFESSIONAL SKILLS

- Credit Assessment
- Documentation
- Customer Interaction
- Loan Products
- Credit Monitoring
- Financial Record Keeping
- Bank Reconciliation
- Budgeting
- Tax Preparation
- Payroll Processing
- Accounts Receivable and Payable
- Financial Planning

AREA OF INTEREST

- Cashier
- Management Consultant
- Financial Analyst
- Insurance Manager
- Tax Consultant

KEY SKILLS

- Teamwork
- Work Ethic
- Analytical skills
- Leadership Quality
- Decision-making
- Critical thinking
- Interpersonal ability
- Problem Solving Ability
- Hardworking
- Positive Attitude
- Honesty
- Audit Support
- Cash Management
- Co-ordination Skills

EMPLOYMENT CHRONICLE

ASSISTANT ACCOUNT | [6 Months]

NAJMAT AL SHAMS ACCOUNTING & BOOK KEEPING LLC, DUBAI, UAE

- Assisting with research, filing data entry, recording, maintaining, accurate and complete financial records.
- Verifying Financial Statements.
- Prepare VAT return and filing.
- Process monthly payrolls of employees, update information as needed to ensure payment accuracy.
- Reconcile accounts payables, receivables, and bank statements.
- Handle monthly, quarterly, and annual closing.

INTERNSHIP

ACCOUNTING INTERN | [6 Months]

I AIMS ASSOCIATE AUDITORES AND ACCOUNTANT FZC LLC, SHARJAH, UAE

- Positive purchase entries.
- Sales invoicing and bank reconciliation.
- Stock analysis.
- Posting payments and receivable entries.
- Reviewing Payroll and petty cash express.
- Preparation of payroll gratuity, prepayment and leave salary schedule.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

ACADEMIC PROJECT

- A study on analysis of working capital Management
 - Indian Rare Earth Ltd Chavara

LANGUAGES KNOWN

English	<div style="width: 100%;"></div> 100 %
Malayalam	<div style="width: 100%;"></div> 100 %
Hindi	<div style="width: 80%;"></div> 80 %
Tamil	<div style="width: 60%;"></div> 60 %
Arabic	<div style="width: 60%;"></div> 60 %

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 21-03-1993
Nationality	: Indian
Marital Status	: Married

PASSPORT DETAILS

Passport No.	: T 6676283
Issue Date	: 18/06/2019
Expire Date	: 17/06/2029
Visa Status	: Visit Visa

INTERESTS



CREDIT ASSOCIATE | 1 Year.

MUTHOOT GROUP, KERALA, INDIA

KEY RESPONSIBILITIES

- Ensure that all necessary documentation is collected and verified for loan applications.
- Participate in the credit approval process, making recommendations based on the assessment of credit risk.
- Communicate with customers to gather additional information or clarify details related to their credit applications.
- Ensure compliance with internal policies, regulatory requirements, and legal standards in all credit-related activities.
- Provide excellent customer service by addressing inquiries, resolving issues, and maintaining positive customer relationships.
- Prepare reports on credit-related activities and contribute to regular updates for management.

ACCOUNTANT | 1 year

INSTITUTE OF CHARTERED ACCOUNTANT, PANDALAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Record financial transactions, including purchases, sales, receipts, and payments.
- Manage accounts receivable and accounts payable, ensuring timely payment and collection.
- Prepare financial statements, including balance sheets, income statements, and cash flow statements.
- Assist in the development of budgets and financial plans.
- Collaborate with auditors during internal and external audits, providing necessary documentation and explanations.
- Communicate financial information to internal stakeholders, management, and, if required, external parties.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

NOUFI NAVAS