



# FATHIMA FAMEEDA MUSATHIK

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Doha - Qatar

## OBJECTIVE

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A well-organised accountant with a hard-working and positive attitude. Looking for an accounting assistant role to grow my abilities and contribute to the company's growth and success.

## PERSONAL DETAILS

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- Date of Birth : 29/02/1992
- Marital Status : Married
- Nationality : Srilankan
- Passport : N7222060
- QID Number : 29214415597
- Notice Period : Immediately

## EXPERIENCE

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2023 -2025

- **Junior Accountant**  
REEZA SERVICES & WAYS TO GUIDE DOHA QATAR
  - Carrying out day-to-day admin activities
  - Assisting in Operations & Procurement
  - Handling Documentation
  - Maintaining Employee master database
  - Handling Petty Cash & WPS
  - Posting journal entries
  - Processing Suppliers Payments

2018 - 2022

- **Accounts cum Admin**  
BRITISH COLLEGE BATTICALOA SRILANKA
  - Maintain accurate financial records and ledgers
  - Prepare and process invoices, receipts & payments
  - Reconcile bank statements and ensure accuracy of financial statements
  - Assist with budget preparation and financial report
  - Manage payroll processing and related documentation

2015 - 2018

- **Assistant.Accountant**  
ACCIS INTERNATIONAL CAMPUS SRILANKA
  - Updating the inventory & financial statement
  - Maintained the accounts receivable & payable
  - Paying Daily & monthly payroll preparing.
  - Manage all accounting transactions

- Prepare budget forecasts
- Publish financial statement in time

2012 - 2014

- **Administrative Officer - Volunteer**  
BT/BC/ Annoor National School Srilanka

## EDUCATION

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2025 - In progress

- **CMA Following**  
Berkeley Consulting - Doha Qatar

2022

- **Bachelor of Business Administration General**  
South Eastern University Srilanka  
First Division

2013

- **Chartered Accountant**  
CA Srilanka  
Foundation Level

2012

- **AAT**  
Associate of Accountant Srilanka  
First Division

## ADDITIONAL INFORMATION

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- Excel - Advance Experience with Formulas
- Excel - Functions and pivot tables
- Microsoft Outlook
- Accounting Software

## SKILLS

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Ability to work under pressure

100%

Verbal Communications

100%

Accuracy and attention to detail

100%

Time Management skills

100%

## STRENGTH

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- Constantly Learning
- Integrity/Ethics

## LANGUAGES

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- English - Reading, Writing & Spoken
- Tamil - Tango