FATHIMA FAMEEDA MUSATHIK

77935139 & 71002603
fameeda440@gmail.com
Doha - Qatar

OBJECTIVE

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

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

EXPERIENCE

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

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

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

SKILLS

Ability to work under pressure
100%

Verbal Communications
100%

Accuracy and attention to detail
100%

Time Management skills
100%

STRENGTH

- Constantly Learning
- Integrity/Ethics

LANGUAGES

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