

Dhaliya Salam

00971558329737

dhaliyasalam@gmail.com

Wasl Crystal 1, R477, 31 Street/359
Community, Al Qouz, Dubai

Objective

I am a dedicated and detail-oriented accounting graduate actively seeking a Junior-level position where I can effectively apply my strong organizational and analytical skills. I am eager to contribute to a dynamic team environment while utilizing my academic training to enhance financial accuracy and operational excellence. My commitment to producing meticulous work and continuous improvement will align with the organization's objectives and support my professional development.

Experience

September 2024 – December 2024

Accountant Internship | CAPELLA TAX CONSULTANCY | Al Ain, UAE

Financial Statement Preparation- Assisted in preparing balance sheets, income, and cash flow statements.

Reconciliation of bank statements, Data Entry- Entering financial data into accounting software and spreadsheets.

General Administrative Tasks- Performing administrative duties such as filing, copying, and organizing financial documents.

Learning and Development- Participating in training sessions and learning opportunities to develop accounting skills.

Invoice Processing- Handling accounts payable and receivable, including processing invoices and payments.

Tax Preparation- Supporting the preparation and filing of tax returns.

Financial Analysis, Report Generation- Prepare various financial reports for management.

Education

Advance Training Course in Taxation and VAT UAE | Sep 2024 -Dec 2024

Business Professional Programmer -Diploma O-Level |Jan 2010- 2014|National Institute of Electronics and Information Technology|

Bachelor of Commerce | University of Calicut | Kerala India| Jun 2009 -Apr 2012

Secondary Education |Commerce | New Indian Model High School Dubai |2007-2009

Key Skills

- Microsoft Office
- Mathematical Skills
- Problem-Solving
- Analytical Skills
- Adaptability
- Proficiency in Accounting Software
- Time Management
- Communication Skills

Activities

Reading, Writing, and Market Research

Personal Information

Marital Status- Married |Nationality -Indian| License-Valid UAE Driving License
Languages – Fluent in English and Malayalam, Intermediate in Arabic