

Noura AL Shamsi

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Education

CMA Candidate, Present **2020**

Certificate In Fixed Assets Accounting & Management **2019**

Bachelor In Business Sciences, Major In Accounting **2016**

Zayed University, Abu Dhabi

- GPA 3.4
- Zayed Dean's List for a GPA of 3.6

ILETS

- Band 7

American High School Diploma, Science Stream **2012**

AL Bateen Scientific Private School, Abu Dhabi

- GPA 3.51

Work Experience

Accountant (Payroll ,Fixed Assets, Payables, &GL)

April 2019 -Present

Department Of Energy

Payables & Assets

- Assets Create Mass Additions & Mass Addition Report
- Invoices Registry ,Validation , & Payment
- Credit Card Clearing & JV
- Petty Cash Surprise Audit
- Assets Recording & Reconciliation
- Prepare cheques
- Review & Release Bank Guarantees
- Maintain & Achieve files of invoices, Payments, Delivery Notes, & Copies of Cheques & Receipts.
- Reconcile Invoices Against Supplier Statement Of Account Quarterly.

Procurement & Other Related tasks

- Check open/close PO if in process, incomplete or approved
- Review active contracts that's not yet invoiced & inform end user if the blanket or PO been open for a long while
- Assist users in release of PO and printing final receipt voucher
- Reviewing Bank Guarantees and contacting procurement for extension or expiration prior to payments.
- Bank escalations
- Internal/ External Memos
- Writing Finance Policy and delegation of authority & constantly editing assets, payroll, payables section when applicable.

Payroll

- Enter payroll elements
- Upload pension
- Monthly Payroll Run (Including Nafaka & Pension)
- Employees Deductions & Increments
- Process Costing Of Payment & Check Trial Balance
- Quick pays (Education Allowance, Accommodation , Duty Travel Per Diem , Annual Tickets, Car Maintenance, Furniture Allowance, Professional Allowance, & Annual encashment)

General Ledger

Reports

- 1) Age Payable report
- 2) Liability Report
- 3) Accruals Reports & Transfer to GL
- 4) Account Analysis
- 5) VAT Tax Return Report (Submission to DOF)

Other Tasks

- Assist in internal/External Audit Queries
- Answer DOF in VAT Samples
- Escalate and communicate with DOF for pending matters in payroll, Payables, Nafura & assets
- Preparation of accruals & reversals JV
- Monthly Account Reconciliations
- Support Month End & Year End Closings
- Prepare & Finalize Journal Entries Prior to Posting
- Support Budget & Forecasting Activities
- Reconcile payable clearing account and payroll clearing amount if not zero
- Maintain General Account Accuracy

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| Accountant Family Development Foundation | 2017- 2019 |
| Manager Strategy Executive affairs, Performance Management KPI – Etihad Airline | 2016- 2017 |
| Hr Trainee Human Resources Department- Etihad Airline | 2013- 2016 |
| Marketing Intern - Mobile Communication Samsung Electronics. Suwon, South Korea ▪ Attend seminars and conduct research as the first middle east intern. | August 2015 |

Extracurricular Activity

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| Youth Council – Family Development Foundation | 2018-2019 |
| Jordan - Bring A Smile Ambassador Project | 2016 |
| Jordan - Aramex Competitor Arab Innovation Conference | 2015 |
| Italy - EXPO Ambassador | 2015 |
| South Korea -Advanced Ambassador- level 2 | 2015 |
| Peer Assitance Leader | 2015 |
| South Korea Ambassador –level 1 | 2014 |
| Organizer Anjez | 2015-2016 |
| Competitor ZU Innovation week | 2015 |
| Business Leadership Researcher | 2015 |
| Research Scholar | 2014-2015 |
| Vice President Zayed University Business Association | 2013-2014 |

Awards & Certificates

- 4th award for Korean embassy’s essay competition. (2015)
- 3rd award for “China in my eyes” composition competition organized by Confucius institute (2015)
- Peer assistance leader Certificate (Spring 2015) and (Fall 2015)
- Samsung Electronics-South Korea internship Certificate (2015)
- Hanyang university certificate of completion for Korean language and culture program- level 2 (2015)
- Medal of rationality, honor, and conscience from The Republic of Korea’s Air Force Academy (2014).
- Certificate of Achievement for the completion of Youth Ambassadors military camp at the Air Force Academy, Republic of Korea. (2014)
- Hanyang university certificate of completion for Korean language and culture program (2014)
- TOFEL score “85”.

Skills

- Time management
- Data gathering and analysis
- Communication skills
- Flexibility
- Leadership skills

Languages

- Native Arabic, both written and spoken
- Proficient English, both written and spoken
- Beginner Korean, both written and spoken