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# UMME ASMA

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## SUMMARY

**CAREER OBJECTIVE:** To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### **PROFESSIONAL SUMMARY**

- A result oriented professional with nearly 6+ yrs. of experience in the areas of Accounts and HR.
- Well versed with modern accounting systems with proficiency in preparing and maintaining books of accounts.
- Responsible HR Assistant with strong knowledge of human resources practices and office administration. Superior understanding of data entry, file management, customer service and maintaining confidentiality.
- An assertive individual with excellent interpersonal, analytical and team management skills.

### **VALUE ADDITION**

- Quick learner and planning with executing the skills and experience.
- Capable and can work independently in urgency with positive actions.
- Committed to professional excellence, organized and flexible
- Excellent interpersonal skills with the ability to interact with management, staff and clients at all levels
- Ability to multi task efficiently and handle work under pressure.

## SKILLS

- Proficient Knowledge of Eureka INTAC Exchange & Trading system.
- Knowledge of Tally ERP 9.0 Software.
- Well versed with basic Accounting principles & procedures.
- Knowledge of Accounting, modeling & valuation
- MS 2007-Word, Excel, Power Point, Publisher.
- Expert Knowledge in computer related operations & E-mail handling.
- Windows 7, Windows 10 & MAC OS
- UAE Labor laws & agreements pertaining to Individuals & companies.
- Superior skills in document management system.
- Thorough knowledge in employee recruitment, payroll, compensation & employee discharge.

## EXPERIENCE

- 05/2017 - Current  
Eureka Infinity  
Computer Trading  
LLC  
Dubai, United Arab  
Emirates  
**Asst Accountant/Administrative Assistant**
  - Process payments and invoices accurately and timely as per company procedures.
  - Answer client queries and issues in timely and accurate manner.
  - Prepare and submit expense reports to management for approval.
  - Oversee the collection, deposit, and reconciliation of bank funds and accounts.
  - Ensure timely preparation and submission of VAT and other tax returns.
  - Provide customer support services and assist in the resolution of client complaints or problems.
  - Maintain useful financial information regarding projected outturns and budget variances.
  - Conduct monthly management checks and regular housekeeping activities in order to maintain an efficient financial system.
  - Prepare and present regular accounting reports to the management accountant to update them on

company financial progress.

- Process payments and financial documents such as invoices, statements, and vouchers.
- Preparation of business proposals and Contracts.
- Coordinating with suppliers for purchase order.
- Handle administrative requests and queries from senior manager.
- Planning meetings and taking detailed minutes.
- Handling all administrative tasks regarding renewals of company licenses, employees Visa's and insurances.
- Working knowledge of office equipment like printers, Scanners & fax machines.
- Proficiency in MS Office and attention to detail and problem solving skills.

10/2014 - 11/2016

UAE Exchange  
Hyderabad, India

#### **Asst Accountant/Cashier**

- Verifying & valuing all the transactions at the end of every month in order to ensure that accounts are prepared and maintained in conformance to statutory obligations.
- Responsible for valuing overall sales for the services of Foreign Exchange, General insurance, Travel & Tours.
- Maintain transparency and proper coordination between Sales Team & Management.
- Reporting to Branch Head about Daily overall Activity.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Supervised and coordinated projects for external auditors and examiner evaluations.

04/2014 - 09/2014

SVKP BIO  
SOLUTIONS  
Hyderabad, India

#### **HR Intern**

- Respond to internal and external HR related inquiries or requests and provide assistance.
- Maintain records of personnel-related data (payroll, personal information, leaves etc.) in both paper and the database and ensure all employment requirements are met.
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in short listing, issuing employment contracts etc.
- Filed documents, delivered mail and performed bookkeeping to facilitate office operations of HR department.
- Earned reputation for good attendance and hard work.

## **EDUCATION AND TRAINING**

07/2016

Hyderabad, India

#### **Master of Business Administration (Finance)**

Osmania University

06/2014

Hyderabad, India

#### **Bachelor of Commerce (Computers)**

Osmania University

## **LANGUAGES**

English, Arabic, Hindi, Urdu.