

ZILE HUMA



Address: Jumeirah Lake Towers, Dubai
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Mobile no.: +97152 947 3368
Employment Status: On notice period till 29.11.2021
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Professional Profile **Accounts Professional with almost 4 Years' Experience**

An ambitious, young, multiskilled and proactive professional with a proven academic background in accounting and finance. An innovative thinker with impeccable attention to detail also a friendly and approachable individual. Highly skilled with an eye for identifying and correcting errors.

Objective Now looking for a new and challenging position within a dynamic and high-calibre organisation that will make the best use of my existing skills set and experiences and therefore enhancing my personal and professional development further.

Work history **Accounts Assistant (December 2017 – November 2021)**
Stratum Owners Association Management Services LLC (<http://www.stratum.ae/>)
Dubai, United Arab Emirates

Key Responsibilities:

- Responsible for managing a portfolio of 14 towers in JLT, JVC, Al Jaddaf & Motor City including ARMADA P1, P2, P3, Green Lakes S1, S2, Platinum Tower, Sunset Garden Villas, Signature Villas X1V, Haven Villas, Haven Villas1, Erantis Villas, 7 West Villas and Casa Flores & Eden Apartments as an Accountant.
- Managing a portfolio of over 2500 units including commercial, retail and residential properties.
- Preparing annual budgets of multiple projects of over 40,000,000 AED per annum
- Reviewing and suggesting initiatives to increase community income and cost savings.
- Ensuring project's spending does not exceed service charge estimates
- Preparing and filing VAT returns
- Preparing monthly and quarterly financial reports
- Coordinating with external auditors for finalizing audit reports
- Responding and resolving critical/escalated stakeholder inquiries and complaints
- Updating accounts receivables' records including invoices as well as receipts and reconciling with Mollak system
- Managing the process for invoicing community service fees to all homeowners

- Resolving owner's disputes regarding invoices, payments and adjustments
 - Updating accounts payables' records including invoices and payments
 - Reconciling and updating all accounts i.e. Bank Reconciliation, A/R & A/P Reconciliation etc. on monthly basis with remarkable accuracy
 - Ensure that financial statements and records comply with laws and regulations
 - Initiating discussions and sharing ideas to the higher management for improvements
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Qualifications **M.Com - Accounting and Finance**
University of Central Punjab, Lahore
Completed 2017 (1st Division)

B.Com - Accounting and Finance
University of the Punjab, Lahore
Completed 2015 (1st Division)

Software Proficiency

- Strong Microsoft Office skills: Excel, Outlook, Word and PowerPoint
 - Condo Manager
 - ISKAAN
 - ERP
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Skills

- Fast Learner
 - Ability to work with own initiative
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Language Proficiency

- English
 - Urdu/Hindi
 - Arabic (read and write)
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Personal Information

Date of Birth:	01/01/1996
Marital Status:	Single
Nationality:	Pakistani

References References will be available upon request.