



Amna Shehzadi

ADMINISTRATION ASSISTANT

CONTACTS

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ADDRESS Hor Al Anz Street, Dubai, 0000, United Arab Emirates

PERSONAL DETAILS

Date of birth:
1992-10-09

Nationality:
Pakistani

Visa status:
Visit Visa

Marital status
Married

SKILLS

- Efficient in Microsoft
- Management
- Hardworking
- Bookkeeping
- Financial Reporting
- Team Working
- Communication Skills
- ability to work under pressure

ABOUT ME

To work and share experience in a competitive environment, in the field of finance audit management and related discipline. Dedicated Bookkeeper who leverages initiative and resourcefulness to deliver excellence in meeting business objectives. Highly analytical, deadline-driven Assistant Accountant who completes accounting activities with accuracy and speed.

WORK EXPERIENCE

RECEPTIONIST CU CUSTOMER SERVICE

Faisalabad.

Javad general trading
Aug 2020 - Aug 2021

- Welcomes visitors by greeting them, in person and maintaining a visitor log sheet.
- Answer all incoming calls, handle inquiries and re-direct calls as appropriate and take adequate messages when required.
- Maintain incoming and outgoing document log sheet.
- Assist in the planning and preparation of meetings and conference telephone calls.
- Maintains tidy and well organized reception area.
- Manage vendor relations and maintain records of contracts and other related documents
- Perform admin and accounting duties.

ADMINISTRATION ASSISTANT

Ajman

Alliance food LLC (Asmak)
Feb 2019 - Nov 2019

- Cash receiving and updating in system.
- Customer services (online as well as walking)
- Creation of GRS & GRN in the system.
- Handling out bound operational functions, making sure transactions are well managed.
- Maintaining all operational documents. Eg. Lpo , local stock purchases, Invoices, purchase request and stock inventory in Orion.
- Posting purchase and sales invoices.
- Reconciliations of supplier and customer invoices.

INTERNEE

Faisalabad
Pakistan

Muslim Commercial Bank
Mar 2017 - May 2017

- Receive and develop a report of PDC Cheques.
- Scan PDC Cheques in banking core system.
- Generate " Due List" report from the core banking system and rectify details in the Due List.
- Forward the Cheques to the Relevant Branches/Department through Mail Room, with a proper acknowledgement.
- Check all technical issues related to clearing cheques, before processing for the clearing.
- Give confirmation call to the customer before send the cheques in clearing process

ACCOUNTANT ASSITANT

Faisalabad,
Pakistan

Finetex Bedding company
Feb 2016 - Apr 2017

- Prepare Monthly reports and provide to the manager.
- Maintained integrity of general ledger, including the chart of accounts.
- Compiled general ledger entries on a short schedule with nearly 100%accuracy.
- Modifiedacomprehensivefinancialreportingpackagetorelectgrowingorganizatio nalcomplexity.
- Suggested budgetary changes to increase company profits.
- Filed tax returns and prepared governmental reports in compliance with strict standards

- Usage of outlook
- Maintain books of accounts
- perform tasks efficient, effectively

HOBBIES

- Reading
- Music
- History.

LANGUAGES

- English
- Urdu
- Hindi
- Punjabi

- Maintain daily bookkeeping and file maintenance for their clients.
- Controlling, verifying and generating invoices for suppliers.
- Prepare accounts payable cheques.
- Provide administrative support to accounts.
- Taking undertaking clerical tasks such as typing, filing, handling mails, making phone calls etc.

INTERNEE

The Bank of Khyber
Sep 2015 - Nov 2015

- Open a new bank accounts for the customers and companies
- Provide daily reports to Branch Manager
- Keep a record of customer's account balance as per the transactions
- Analyzed monthly balance sheet accounts for corporate reporting.

Faisalabad
Pakistan

EDUCATION

2017

MASTER'S DEGREE

University of Agriculture , Faisalabad, Pakistan

Master of commerce, Finance Specialization.

2014

BACHELOR

The university of Punjab , Lahore, Punjab

Bachelor of commerce.

2012

UNDERGRADUATE

Faisalabad Board, Faisalabad, Pakistan

Intermediate of commerce. (I.com)

2010

HIGH SCHOOL DIPLOMA

Faisalabad, Pakistan, Faisalabad, Pakistan.

High school diploma in Arts.