



Afreen

Sale and marketing

Age -19



Bin lootah Building (2),38 street
Deira Dubai ,Al Muraqqabat,



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afreensimjee(@)Gmail.com

Education

Basic Education High School
Attended In Myanmar
2007-2020

Langague Skill

Hindi 
English 

Computer Skill

MicroSoft Office


Other Skill

Communication skill


Time Management


Ogernization Skills


Nationality
Myanmar

Hobbies

Driving

Swimming

Reading

PhotoGraphy

Traveling

Profile

Accurate and detail-oriented finance professional skilled at managing accounts payable, performing detailed cost analysis maintaining all accounting records and file, and developing budget estimate .

Effective Communicator Great analytical skills and excellent teamwork abilities.

Afreen is presently seeking a junior accountant job with a modern financial institution.

Work Exprience

Senior Accountant at International Fifteenstar Company Limited In Myanmar june 2019 -October 2021

- Reviewed and Processed Invoices, Sale Tax, and Purchase order, ensuring the accuracy of all data.
- Performed detailed cost analysis, managed account payable, and Conducted weekly financial reports.
- Completed various ad-hoc project, reconciled bank balances , and recorded general ledger entries.
- maintained all accounting records and files, developed budget estimates, and worked on professional Financial forecasts.

Travel Agent In Link World

March 2018 -june 2019

- Enhanced Customers Satisfaction ratings,Researching travel option.
- Negotiating rates,presenting best deals and resolving issues Efficiently.
- Took payments via Credit and Debit cards and Handled all Sensitive Information With Professionalism and Discreteness.
- Asked open-ended question to best understand Client needs and Determine best travel offerings.

Saler in Teen Collection Fashion Shop part time (August 2019-October 2021)

- Greeted the Customers deciphering and anticipating latest clothing trends.
- Handled other essential task like merchandising, house keeping and Stocking.
- Performed the tasks of entering name and phone numbers of potential customers for future reference.
- responsible for responding to customer queries and Update latest upcoming dress to Customers.