***Saima***

[***Saima.185525@2freemail.com***](mailto:Saima.185525@2freemail.com)

**PERSONAL STATEMENT**

I’m an experienced Accountant looking for a new opportunity within a large or small operation in UAE

I have previous experience in corporate accounting and small business accounting

**Education**

B.COM

#### Technical Skills

* Outlook
* Word
* PowerPoint
* Excel
* Accounting software

##### **EMPLOYMENT**

Accounts Officer

M.Saleem& Co.

Achievements

* Worked successfully with lead junioraccountants in completed close procedures in extreme deadlines.
* I produced the Monthly bank reconciliations of the all bank accounts posting all transactions to the ledgers.
* Established and maintained an effective system for analyzing and reporting
* I was in charge the company patty cash during my time Accounts Global
* Recovering benefit overpayments, maintaining a database and handling enquiries.
* Monthly billing, follow ups the company receivable
* I dealt with the weekly payments.
  + Fortnightly staff Expenses
  + Fortnightly payment of invoices for groups overseas companies
* Expedited administration routines and made the filing system more efficient.

**Assistant Aaccountant**

**Textile Marketing Co.**

* Bank Reconciliation Daily as well as Monthly
* Sale Purchase entries & Preparation of Contracts
* Payable & Receivable Reconciliation
* Reconciliation of Stock At Godown
* Commission Bills & Their Follow Up
* Handling All Office Correspondence
* Data entries in Accounting Software

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