Rohina

Rohina.23980@2freemail.com

**Work Experience**

**Accountant and Administrative In Charge** Superior Group of Colleges, June 2015-October 2015

* To oversee the Admin department to ensure proper maintenance of all the activities within the organization
* Creating and maintaining filing systems
* Keeping diaries and arranging appointments
* organizing travel for staff
* Word processing
* Letter writing
* Dealing with telephone and email enquiries;
* Scheduling and attending meetings, creating agendas and taking minutes
* In charge of parent teacher meetings
* Public Relations Officer
* Front Desk Officer
* Research on other education systems and market and make policies accordingly
* Performed as event Management In charge
* To oversee the Finance/Admin department to ensure proper maintenance of all accounting systems and function
* Manage petty cash and enter expenses in books of accounts
* Issue cheques for all accounts due.
* Ensure all transactions are properly recorded and entered into the computerized accounting system
* Project Budget Estimation.

**Research Intern** GreaterPhoenix Economic Council, Phoenix Arizona USA, January 2015-May 2015

* Collecting economic indicator data and writing summaries and findings as directed
* Evaluating the cost and benefit analysis of projects
* Organizing and managing data using Excel and/or database programs
* Analyzing data and preparing tables and charts

## Public Relations Co-Manager Scottsdale Community College Arizona USA, Aug 2014-May 2015

* Manage public relations department.
* Recruit, hire, train, and manage PR specialists for Student Leadership Forum.
* Develop PR strategies, campaigns, and initiatives to improve public awareness about the organization.
* Improve management and employee relations.
* Prepare and publish newsletters and other company literature.
* Produce quarterly reports on activities by the campus.
* Draft speeches with chief executives.
* Respond to information queries from media and the general public.
* Front desk officer

**Administrative In Charge and Accountant** Superior College Rawalpindi, Pakistan

 Sep 2013-July, 2014

* Deal with all kinds of registrations and student and staff affairs
* Designing programs/events for students and staff
* Research for new and helpful strategies for the organization
* Reconcile monthly bank statement and make journal entries
* Complete payroll for the employees
* Maintain computerized accounting system

**Administrative and Accounts Intern** Raees Ul Ahrar Commerce College Rawalpindi, Pakistan

July 2011 - September 2011

* Served as front desk office
* Entertaining public with their queries and questions
* To follow up with registrations and payments over phone
* Bank Reconciliation

### **Education**

* Business Management certificate , Scottsdale Community College, Arizona, USA 2014-2015
* Masters in Economics , Quaid-e-Azam University Islamabad 2012- 2014
* Bachelor of Commerce Punjab commerce college Rawalpindi 2009-2011

**Skills**

* Tally, Peach Tree
* Excellent organizational, communication and problem solving skills
* Computer skills include: Microsoft Word, Advanced Excel, PowerPoint, Access and internet research skills
* Capable of presentation development and editing
* Excellent team player but also can work independently with ability to meet dead lines

##### **Awards**

* Entitled with United States Education Foundation scholarship to study abroad for one year
* Remained on Dean’s List during second semester of my studies in Scottsdale Community College, Arizona, USA
* Participant of Communication and Relationship and Time Management Seminar

Selected for the Leadership Retreat organized by the State of Arizona

**Languages**

* English Fluent
* Urdu Fluent

**Certificates**

* Business Management (Scottsdale Community College)
* Certificate of Appreciation for cultural representation in Maricopa County
* Certificate of community service
* Certificate of achievement from Community College Initiative program

**Volunteer Experience**

* The Welcome to America Project ; Helped three Iraqi refugee families settle into their homes, furnishing their apartments, interacting to welcome them to the USA.
* Feed my starving Children. We packed a total of 21,816 packets
* Co-Hoots Foundation; worked at the front desk
* Keep Scottsdale beautiful

**References**

Available upon request