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**Subject**: - Application for suitable position in **Accounts /Administration** field

Dear Sir / Madam,

Greeting,

I have received my **Bachelors Degree of Commerce** in First Division. As an **accounting graduate**, I have good knowledge regarding all aspects of general accounting. Additionally, sound knowledge in, accounts receivable /payable, analysis, banking activities. I **am multi-tasking, with proper knowledge of filing, documentation, and support to administration, finance & sales department, good etiquette and manners on phone and in person.**

My objective is to enhance my communication skills, interpersonal skills and soft skills under the supervision of your honourable organization in turn I will provide my best services, hardworking, punctuality, efforts and will be real asset for the Company.

Please let me know if you require any other information. I am available for the interview immediately at your early convenient.

Sincerely Yours,

|  |  |
| --- | --- |
| CAREER OBJECTIVE My objective is to engage in a career that will allow for progress in terms of expertise, social-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company | |
| **AREAS OF KNOWLEDGE**   * **Documentations** * **Marketing** * **Business Letters** * **Bank Reconciliation** * **P & L statement** * **Balance sheet Statement** * **Bookkeeping** * **Special Books & Journals**   **COMPUTER SKILLS**   * Certificate in International Computer Driving License **(ICDL)** * Well equipped with **MS-Office** * Knowledge in **Peach Tree, Quick Books** * Proficient in **Internet Browsing**   **LANGUAGES KNOWN**  English  Arabic (Familiar)  Urdu  **PROFESSIONAL SKILLS (STRENGTHS)**   * A quick learner * Dedicated and Positive minded * Confident & Aplomb * Adaptability * Teamwork   **INTERESTS**   * Reading Blogs and Books * Surfing Net * Volunteering * Photography * Social Networking | JOB FIELD **Accountancy | Administration** EXPERIENCE **Employer**: M/s Mumtaz Air-Conditioning Est.,  Al-Ain, U.A.E.  **Designation**: Administrative Assistant  **Duration** : January-2014 to Present  **Responsibilities and Duties:**   * Cash Handling * Preparing **official documents** (Invoices, Quotations etc.) * Indexing and Filing * Check regular **fax and e-mails** & forward to the concerned for immediate action * Managing **Customers details** * **Petty cash** records on daily basis * Customers **payment follows up** * Bank **reconciliation** statement * Assist in **finalization of account books** * Maintain of **personnel file** * Payroll, Payables and Receivables Management * Introducing Services of Company through **E-Marketing**  ACADEMIC QUALIFICATION **Bachelor of Commerce** (B.Com)  First Division (December-2013)  University of Karachi, Pakistan ACHIEVEMENTS  * Organized and implemented advertising promotion, which **increased number of sales** * Developed Company’s **Image and Goodwill** through   E-communication PERSONAL INFORMATION   **Date of Birth** 8th, May-1992  **Place of Birth** Abu Dhabi-U.A.E  **Nationality** Pakistan  **Marital Status** Single  **Visa Status** Residence upon Father Sponsorship |