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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,

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| --- |
| CAREER OBJECTIVEMy 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**EnglishArabic (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, PakistanACHIEVEMENTS* Organized and implemented advertising promotion, which **increased number of sales**
* Developed Company’s **Image and Goodwill** through

 E-communicationPERSONAL 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 |