

SWALHA

SWALHA.263255@2freemail.com

**CAREER OBJECTIVE:**

To Secure a rewarding assignment to grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today's changing work environment.

**ACADEMIC QUALIFICATIONS:**

ACCPAC (LEVEL I) 1996

 IMIS (Institute of Management Information System) 1995

This consists of six modules; Accounting Methods, Data Processing I & ii, Quantitative Methods, Programming Project and Peoples' Communication Information in an Organization. Passed all except Programming Project.

SECONDARY: Coast Girls' High School 1991-1994.

 **PROFESSIONAL EXPERIENCE:**

BIJTEX LTD. Accounts Clerk/Secretary . 1996-2002

**THE DUTIES :**

Book keeping all the transactions taking place and transferring both to ledgers manually and computerized accounting

Namely; QuickBooks

Preparing of invoices

Writing cheques

Accounts payable

Account receivable

Drafting of letters

Answering telephone

**OTHER SKILLS:**

 Data Base iiii Programming Language

 Microsoft office tools

 Systematic software (Accounting software)

 Quick Books Version 5(Accounting software)

 Internet

**Additional Information:**

Nationality : Kenyan

Marital Status: Married with two kids

Language: English and Swahili (Expert) Arabic Intermediate

License: UAE Driving License

Date of Birth: 11th Sept 1976

Part time: I do Data Entry jobs on part time and translation

**Hobbies:**

Listening to Quran, Taking care and teaching kids.