Sajida

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**Cover Letter**

Dear Sir/Madam,

A highly driven executive with almost three years work experience with reputed organizations, is seeking for a suitable position in a company, where my management, decision making and communication skills will be enhanced.

I have just completed my Master's of Business Administration in Finance & Operations. I am currently looking for a suitable job. I am willing to work in Administrative and Accounting roles.

I bring with me over a year of work experience with Ajmal Perfume Manufacturing & Oudh Processing Industry L.L.C. During my tenure at the firm, I worked as an Accounts Assistant Intern and handled various areas in the accounts department relating to data entry, bank reconciliations, receivables/payables etc. Before Ajmal I worked with Go Go International Pvt Ltd in Bangalore, India as an Administration Assistant (Part Time). I handled various administrative tasks on the job.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and other Microsoft Office applications. My other strengths include strong communication skills, ability to grasp new things quickly, multi-tasking and being a team player.

I am confident that I can do justice to any position offered to me and handle all assignments given to with great effectiveness and efficiency. Please find attached my resume with more details on my education and work experience along with my contact number.

Thank you for your time - I look forward to learning more about this opportunity.

## BBM (Fin), MBA (Fin and Ops)

**PERSONAL SUMMARY:**

A highly driven executive with almost three year’s experience in Accounting & Administration field with reputed organizations, is seeking for a suitable position in a company, where my management, decision making and communication skills will be enhanced.

**STRENGTHS**

* Energetic with strong communication, interpersonal and multi-tasking skills.
* Good time management.
* Eager to learn new things.
* Ability to grasp things quickly.
* Excellent ability to adapt to difficult situations
* Detail oriented
* Capable problem solver

**WORK EXPERIENCE**

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| **Duration** | **Company** | **Designation** |
| June 2014 – July 2015(1 Year & 2 Months) | Ajmal Perfume Manufacturing & Oudh Processing Industry L.L.C, Dubai, U.A.E. | **Accounts Assistant Intern** |

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| **Responsibilities included:*** Data Entry.
* Reporting to managers related to sales trend analysis.
* Preparation of daily sales report on MS Excel.
* Passing of export and import bills by ensuring all details are as required.
* Registering the export and import bills by making journal entries in the system.
* Cash payments made to suppliers and making journal entries in the system for the same.
* Bank receipts (Credit card receipts) - making journal entries in the system for the same.
* Bank reconciliation statement for all bank accounts at the end of the month.
* Cheques preparation for all local suppliers twice a month.
* Foreign party payments through telegraphic transfers.
* Sending copies of all telegraphic transfers to concerned departments.
* Cash balancing (Rectification entries)
* Attending to supplier queries regarding payments.
* Receiving cash payments from customers who come to the office and keeping records of the same.
* Taking care of reimbursement of official expenses to employees.
* Any other responsibility, as may be entrusted, in the course of normal

functioning of the department. |

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| **Duration** | **Company** | **Designation** |
| August 2012 – March 2014(1 Year & 8 Months) | Go Go International Pvt. Ltd, Bangalore, India. | **Administration Assistant****(Part Time)** |

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| **Responsibilities included:*** Answering phone calls, directing calls as appropriate, taking messages and managing correspondence within the appropriate level of priority.
* Prepare reports and presentations as required using the appropriate software.
* Initiate follow-up when necessary and ensure deadlines are met.
* Maintain receipts and records relating to office expenses.
* Any typing and data entry work assigned.
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**EDUCATIONAL SUMMARY**

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| **Degree** | **Year of Completion** | **School / College** | **Percentage / Division** |
| Masters of Business Administration in Finance & Operations.(MBA) | 2016 | Manipal University,Dubai Campus | Results Awaited |
| Bachelors of Business Management in Finance(BBM) | 2014 | Mount Carmel College,Bangalore, India. | 83%Distinction |
| X11th(Commerce) | 2011 | Our Own English High School, Dubai – U.A.EA.I.S.S.C.E. | 88%Distinction |
| Xth  | 2009 | Our Own English High School, Dubai – U.A.E.C.B.S.E | 87%Distinction |

**OTHER QUALIFICATIONS**

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| **Degree** | **Organization** |
| Accounting Lab | i-Star Co. Ltd, Bangalore, India. |
| ilab Certified Financial Analyst Programme | i-Star Co. Ltd, Bangalore, India. |
| TALLY.ERP 9 | Greet Techlogies Ltd, Bangalore, India. |
| Knowledge in MS Office Applications |

**ACADEMIC PROJECT**

**Project Topic** – Comparative Financial Statement Analysis (2016)

Company – EMAAR & ARABTECH HOLDING PJSC

**Project Topic** - Inventory Management (2014)

Company - Go Go International Pvt. Ltd, Bangalore, India.

Personal Interests : Surfing the net, cooking, listening to music.