**Faiza**

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| **Dubai, United Arab Emirates** |
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| **E-mail:** | Faiza.303341@2freemail.com  |

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| **OBJECTIVES** |

To secure a job that would help me transition into the professional world and provide me with the opportunity to not only advance my career, but also learn new skills that would assist me in my future educational and professional endeavors.

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| **CAREER SUMMARY** |

I am a Heriot Watt University graduate with a bachelor's degree in Accountancy and Finance. Currently, I am studying towards an ACCA qualification- aiming to become an affiliate by next year. I have previously worked as a Finance Trainee at Hyder Consulting Middle East for two months. I have also worked as a Finance Intern at AB Marketing Consultants for 3 months. These internships provided me with some experience in preparing and maintaining accounting record using MS Excel and accounting software, reconciliation, and reviewing and evaluating compliance to appropriate financial policies and procedures.

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| **EDUCATION** |

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| * **January 2015 – present**
 | **Association of Chartered Certified Accountants (ACCA)** |
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| * **September 2011 – May 2014**
 | **Heriot Watt UniversityBA Accountancy and Finance.****GPA: 3.52 / 4.00** |
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| * **April 2004 - March 2011**
 | **Our Own English High School, Dubai** |
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| * **April 1996 - March 2004**
 | **Indian School Muscat**  |

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| **WORK EXPERIENCE** |

* **Hyder Consulting Middle East Limited**

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| **Location:** | Dubai, United Arab Emirates |
| **Job Title:** | Finance Trainee |
| **Department:** | Finance Department |
| **Experience:** | 2 months (2013) |
| **Reported to:** | Regional Finance Manager |

**Duties and responsibilities:**

* Preparing and maintaining journals vouchers, invoices, receipts and purchase orders using accounting software.
* Verifying system generated trial balance and making rectifications.
* Assisting in the preparation of financial statements (balance sheet, income statement and statement of cash flows).
* Cross-checking and keeping track of post-dated cheque entries.
* Assisting with monthly reconciliation and reviewing and evaluating compliance to appropriate financial policies and procedures.
* Documentation and file management of invoices and purchase orders.
* Preparing process flow charts.
* Making monthly report.
* Data entry
* **AB Marketing Consultants**

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| **Location:** | Sharjah, United Arab Emirates |
| **Job Title:** | Finance Intern |
| **Department:** | Finance Department |
| **Experience:** | 3 months (2012) |
| **Reported to:** | Finance Manager |

**Duties and responsibilities:**

* Handled projects of Microsoft Gulf; making monthly reports and analysing and summarizing the data for the market research department.
* Preparing and maintaining invoices and receipts and follow up with clients.
* Verifying and rectifying system generated accounts.
* Preparing presentations
* Arranging promoters and models for promotions and events.
* Client reporting
* Data entry
* Looking after petty cash account.
* Managing official documents.
* Handling files

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| **OTHER EXPERIENCE** |

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| * Humanitarian Club of Heriot Watt University
 | 2012 - 2014 |
| * Al Noor Fun Fair volunteer
 | 2013 & 2014 |
| * Model United Nations Club of Heriot Watt University
 | 2012 |
| * Standard Chartered Dubai Marathon
 | 2012 |
| * Dubai Cares Million Books Challenge
 | 2008 |
| * Dubai Cares volunteer
 | 2007 |

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| **ACHIEVEMENTS** |

* Got through to the 2nd Phase of the P&G CEO Challenge, 2014 as one of the top 20 teams in the UAE.
* Team leader for various research based projects.
* Won "The Passionate Team" title for a management project based on business plan.
* Secured highest scores for various report writing and research based team and individual projects (accounting and finance related subjects).

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|  **COMPUTER SKILLS** |

* Proficient in MS Excel, MS Word, MS Access & MS Power Point
* Well versed in Adobe Creative Suite software.

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|  **LANGUAGES** |

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* **English:** Fluent in written and spoken language with high level of comprehension ability.
* **Hindi:** Fluent in written and spoken language with high level of comprehension ability.
* **Urdu:** Intermediate levels of comprehension and speech ability
* **Arabic:** Intermediate levels of written and comprehension ability.

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| **PERSONAL PROFILE** |

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| **Date Of Birth:** | 10th October, 1993 |
| **Gender:** | Female |
| **Nationality:** | Indian |
| **Visa Status:** | Valid UAE Residency Visa (Father’s Sponsorship) |
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***Reference available on request***