[Aamnah.305901@2freemail.com](mailto:Aamnah.305901@2freemail.com)

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| Objective and Summary |  | To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. |
| Experience |  | Tyco Fire & Security UAE LLC (july 2015 - september 2016)Jr. Contract Analyst **Job Description**   * Assists in procuring, reviewing, processing and monitoring contracts and contract certification processes * Coordinate with Contract Engineers & Contract Managers to review and process consultants and contractors to obtain Security clearance and credentials * Maintain and monitor validity of contract files, other contract documents and certificates * Investigate and follow-through on contract issues & dealing with clients to approve final Contract drafts relating to Construction, Engineering, Procurement & Maintenance Projects * Assisting PRO (Public Relation Officer) for registration of Abu Dhabi Civil Defense maintenance Agreement * Enable and cooperate with departments like Legal, Operations, Credit and Accounting * Handle multiple projects in fast paced team environment * Advise and interpret contract requirements, obligations and risks * Confer with Management on amendments and settlements * Devise logical approaches and suggest to address complex issues * Use to develop strategies & suggest Management new policies * Draft, review and negotiate contracts to attain achievable risk levels * Review supplier/Clients terms and conditions and recommend innovative ways to deal with contract requirements * Negotiate contract terms, payment structure and reimbursement * Comply counterpart contract terms with legal requirements and policies * State commercial terms on broker confirmation accurately and agree with trading system terms * Assisting Sales team & Clients in procuring required insurance policies * Articulate implications to the amendments in the Contracts suggested by company’s International Legal Team to assist Commercial & Sales department * Drafting Contracts for Procurement & Sales department * Assisting Manager & guiding team to understand the serious nature of Corporate, Commercial & Tax related clauses & issues * Dealing with Finance department to formulate & develop reasonable Payment terms & conditions  Kausar ghee Mills (2008-12) **Accounts Officer (Receivable & Payables)**  **Job Description**   * Receive , verify invoices and requisitions for goods and services * Verify that transactions comply with financial policies and procedures * Post invoices in Software * Checking all invoices to match with relevant Supporting documents e.g. Delivery Note, Purchase Order & IMR * Reconciliation of Debtor’s & Creditor’s Ledger * Reconciliation of Intercompany Ledger * Preparing Payments & Journal Vouchers * List all Vendor Cheques & Transfer Advices in the log book * Keeping a Separate record of Foreign Currency Payments * Keeping a Record of all Payment Vouchers & release Cheques * Any other work assign by Managers   **BANK ALFALAH** (6 Weeks Internship)(2005)  **Job Description**   * Operational Department * Customers Service Department * Business Development Department * Credit Department |
| Education |  | LLB (Bachelors in law) University of Punjab (2010-2013)  Lahore Bar Council License Holder as an Advocate  Punjab Bar Council (Practicing License Holder) BBA (honors) Preston Institute of Management and Technology (2004-08)  **Certificate of 16 Years Education** Bachelor in Arts University of Punjab (2002-04) F.SC (Biology, Physics, Chemistry, Maths) Islamia College for Women, Lahore (2001) |
| professional Qualification |  | The Institute of Bankers Pakistan (2014) Junior Associateship of IBP Approved by UK Chartered Bank  Qualified ( Specialization in Islamic Finance) The Institute of Chartered Accountants of Pakistan  1. Assessment of fundamental competencies   (AFC-1) Functional English  (AFC-3) Quantitative Methods   1. Certificate in Accounting & Finance:   (CAF-1) Introduction to Accounting  (CAF-5) Financial Accounting & Reporting I  (CAF-2) Introduction to Economics & Finance  **CA Certifications:**  Presentation Skill Training Certificate (PSTC)  Certificate in Computer Practical Training (CCPT) |
| Communication |  | Possess good interpersonal skills with fluency in English and Urdu |
| Skills & Abilities |  | Accounting Software  Proficient in MS Office ( MS Word, Excel ,PowerPoint)  Internet Surfing, Microsoft Windows Application |
| Leadership |  | Representative of the Law Moot Society at University of Punjab  Punjab Bar Council (Practicing License Holder) |
| PERSONAL INFORMATION |  | Date of Birth 24 April 1983  Marital Status Married  Religion Islam  Nationality Pakistani  Visa Status On Husband’s Visa |
| References |  | Will be furnished on demand |