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
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| Education |  | LLB (Bachelors in law)University of Punjab (2010-2013)Lahore Bar Council License Holder as an AdvocatePunjab Bar Council (Practicing License Holder)BBA (honors) Preston Institute of Management and Technology (2004-08)**Certificate of 16 Years Education**Bachelor in ArtsUniversity 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 BankQualified ( Specialization in Islamic Finance) The Institute of Chartered Accountants of Pakistan1. Assessment of fundamental competencies

 (AFC-1) Functional English (AFC-3) Quantitative Methods1. 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 SoftwareProficient in MS Office ( MS Word, Excel ,PowerPoint)Internet Surfing, Microsoft Windows Application |
|  Leadership |  | Representative of the Law Moot Society at University of PunjabPunjab Bar Council (Practicing License Holder) |
|  PERSONAL INFORMATION |  | Date of Birth 24 April 1983Marital Status MarriedReligion IslamNationality PakistaniVisa Status On Husband’s Visa |
|  References |  | Will be furnished on demand |