**Sehrish**

[**Sehrish.324052@2freemail.com**](mailto:Sehrish.324052@2freemail.com)

**CAREER SUMMARY**

* I would like to pursue my career in a work environment that will utilize and reinforce my technical skills and abilities and also to apply and gain new cutting edge skills and experience in a rapidly changing field.

**WORK EXPERIENCE**

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| **Executive Finance Assistant** | **Feb 2015 - May 2015** | |
| * *Assisting Company Secretary/Finance Director in different task* * *Processing Visa and travel arrangements.* * *Updating Director Calendar.* * *Filling returns & Letter for RTGs* * *Minutes of Board of Director & Annual General Meeting.* * *Checking and processing of payroll including Medical allowance, Travel and Daily* * *Sales officer’s expenses.* * *Designing presentation for distributor agreements.* * *Processing agreements of distributor to sale department* | | |
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| **Finance Executive** | | **Jan 12 - Sep 14** | |
| **Accounts Payable & Receivable**  **Orient Energy Systems (Pvt) Ltd.**   * *Screening & posting all the invoices received from the concerned departments on a daily basis.* * *Generating VP, BR, BP & JV against the documents received.* * *To reconcile vendor statement of account prior to the cheque approval to avoid any short payments or duplicate to the vendors.* * *Updating foreign exchange in BRP* * *Reconciliation of Bank & Company Own Assets on daily & monthly basis.* * *Reconcile insurance policies and claims.* * *Confirmation of customer’s bank status.* * *LC’s opening and Procedure.* * *Submit Sale Tax Returns on Monthly basis.* * *Accounts ledgers.* * *Correspondence of Online payments, bank drafts & letters of different Requirements.* * *Sales Tax Invoices, Non-Sales Tax Invoices, Monthly Sales Tax Return & Indent Invoices.* * *Daily adjustment of Collection &amp; Reconciliation of Purchases, With-Holding Sales Tax.* * *Adjustment of Receivables of Customers, Timely close the Monthly Sales.* * *Activities related to Sales Tax, Making cost of sales and other adjustments.* | | | |
| **MIS Debtor Coordinator / Assistant Marketing Sales** | | **Jan 11 -2012** | |
| **Abbas Steel Group**   * *Maintaining Sales & Collection Reports* * *Provisional Dispatch Order (PDO)* * *Preparation of all types of schedules for sales* * *Approvals of Sales* * *Maintenance of Account Payable & Account Receivable Ledger* * *Involve in processing of monthly refund claims.* * *Maintaining Stock Reports* * *Preparing Dispatch Reports* * *Experienced in MS Office / Database programs in LAN environment and Accounting packages. (Fox Pro based & Quick Books)* * *Correspondence of Online payments, bank drafts & letters of different Requirements.* | | |

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| **HR Assistant / Administrator** | **Mar 08 – Dec 10** | |
| **Abbas Steel Group**   * *Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.* * Liaising in policy areas such as staff performance and health and safety. * *Preparing staff handbooks.* * *Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions.* * *Conduction training for new staff* * *Processing monthly expense vouchers & record of attendance.* * *Sorting / distribution/recording of received mails to respective departments* * *Processing Mileage and fuel allowance sheets.* * *Keeping Records of Bills and Invoices.* | |

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| **Internee HR / Admin** | **Oct 07 – Nov 07** | |
| **Alfalah Securities (Pvt) Ltd.**   * *Looking after the Reception.* * *Attending Incoming & Out - going calls.* * *All record maintenance for HR / Admin Dept.* | |

**ACADEMIC QUALIFICATIONS**

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| Karachi University | B.Com | 2012 |
| Govt. Islamia College | H.S.C. (commerce) | 2007 |
| St. Patrick’s Girls High School | S.S.C.(General Group) | 2005 |

PERSONAL SKILLS

* Excellent interpersonal skills.
* Effective communication skills.
* Good Team player with team building skills.
* Good analytical and problem solving skills with strong decision making.
* Keen to achieve goal with detail and high level of accuracy.

**COMPUTER SKILLS**

Microsoft Office Advance Level

ERP Software

MIS Software

Web Browsing

**PERSONAL DATA**

Nationality: Pakistani

Age: 27

Gender: Female

Languages: English, Urdu,

**REFERENCE**

Reference details available upon request.

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