**Sehrish**

**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.*
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| **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.*
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**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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