ZENAB

ZENAB.334109@2freemail.com

Cash and Accounts Officer

# PROFESSIONAL SUMMARY

As an ACCA Professional and Graduate, I have been in finance profession since I stepped in as an intern in PSO. Thereafter, working in with donors like UN, Oxfam GB and PPAF through SAFWCO’s platform, I was able to secure CCIP Scholarship and now I’m working in UAE’s one of the reputed companies i.e. Rotana Hotel Management Company.

# PROFILE

**Name:** Zenab

**Gender:** Female

**Date of Birth:** 19 Aug 1988

**Nationality:** Pakistani

# PRACTICAL EXPERIENCE

**Feb 2016 to Date**

**Cash and Accounts Officer**

**Rotana Hotel Management Corporation, UAE**

* Interfacing between opera and Sun system
* Review all the back up in relation to room charges such as LPOs, Identification documents, Folios, customer registration
* Carryout follow ups to ensure correct room discounts and rates are applied.
* Generate, prepare and dispatch invoices
* Compute and allocate commissions for travel agents
* Transfer credit card payments to the accounting system
* Prepare cash summaries and discounts
* Review city ledger and charge payments from customers to their appropriate accounts
* Prepare month end account receivable summary sheets
* Enter expenses and payment accounting entries
* Review personal staff expenses incurred on the hotel to along with backup and allocate to staff city ledger

**June’11 to July’14 and June’15 to Dec’15**

**Accounts and Finance officer**

**Sindh Agricultural and Forestry Workers Coordination (SAFWCO), Pakistan**

• Establish and maintain cash controls

• Establish, maintain and reconcile the general ledger

• Prepare and reconcile bank statements

• Establish and maintain supplier accounts

• Processes supplier invoices

• Maintain the purchase order system

• Ensure data is entered into the system

• Issue cheques for all accounts due

• Ensure transactions are properly recorded and entered into the computerized accounting system

• Prepare income statements

• Prepare balance sheets

• Prepare monthly financial statements

• Prepare quarterly reports and report on variances

• Assist with the annual audit

• Maintain the computerized accounting system

• Maintain financial files and records

• Compile source documents

• Calculate the withholding tax and EOBI

# VOLUNTEERING/INTERNSHIP

**Jan 2015 to May 2015**

**Tax Intern**

Neighborhood Tax Center, Houston TX USA

**Sept 2014 to Dec 2014**

**Volunteer**

Herman Memorial Hospital @ Ronald McDonald House, Houston TX USA

**December 2010 to January 2011**

**Finance Internee**

Pakistan State Oil, Karachi, Sindh, Pakistan

# EDUCATION

**2014-2015**

**Certificate in Financial Lending**

Houston Community College Texas **(3.5 GPA)**

**2009-2011**

**Association of Chartered Certified Accountants (ACCA)**

**2009 – 2010**

**Bachelors in Commerce**

University of Sindh

**2007-2008**

**Certified Accounting Technician (CAT)**

**2004 – 2007 (INTERMEDIATE)**

**Higher Secondary Certificate (Engineering Group)**

County Cambridge School (B.I.S.E Hyderabad-Pakistan with A Grade. **(72%)**

**2003 (MATRICULATION)**

**Secondary School Certificate (Science Group)**

County Cambridge School Hyderabad - (B.I.S.E Hyderabad) with A-1 Grade. **(80%)**

# ACHIEVEMENTS

* **Earned CCIP 2014/2015 Scholarship (Cultural Exchange Program) for one year from US Department of State**
* Earned Certificate in IT (two months summer course) from SZABIST (88%)
* **Got Promoted to Accounts and Finance Officer from Assistant Accounts and Finance Officer in SAFWCO.**
* Achieved my way into Dean’s list at Houston Community College for my GPA 4.0
* Completed my VITA/TCE Certification for IRS.

# SKILLS

**Computer Skills**

* Practical experience with: Microsoft Word, Microsoft Excel, PowerPoint, Internet, Verge Financials and E-mail.
* SUN Systems, MICROS Symphony and OPERA
* Tally ERP 9
* QuickBooks
* Operating Systems: Windows XP/2000, Me, 98/95, 8.0, 8.1

**Linguistic Skills**

* English **(IELTS: 7.5 on 28 Aug 2015**)
* Urdu/Hindi
* Sindhi

#  PROFESSIONAL MEMBERSHIP

* Association of chartered certified accountants (ACCA).
* International Exchange Alumni- US Department of States
* The National Society of Collegiate Scholars
* Houston Community College Alumni Society