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**AAMNAH**

**AAMNAH.335800@2freemail.com**

**ACCOUNTS**

PROFILE:

Pursuing a responsible position in Accounts and operations where I can effectively utilize progressive related experience and skill set acquired by working in various commercial organizations and major banks. In addition, my academic achievements would support me in adding a significant value and contribution through hard work, dedication and performance excellence.

**WORK EXPERIENCE:**

**ACCOUNTANT** (Nov 2015 to till date)

***BAKE HOME SWEETS & PASTRIES & MY HOME SUPERMARKET L.L.C***

* Working as Accountant since Nov 2015, responsible for following activities.
* Managing the general accounting activities
* Compiling and analyzing financial documents and Recording in the Software.
* Preparing daily MIS reports for management.
* Preparing financial reports i-e Profit & Loss, Cash Flow and Balance Sheet.
* Supporting monthly accounts payable closing by reporting outstanding accounts payable liabilities, prepaid expenses, advances paid etc.
* Ensuring financial records are maintained in compliance with accepted policies and procedures.
* Ensuring accurate and appropriate recording of expenses.
* Preparation of Budgets and cash flow forecasting.
* Solving accounting discrepancies and irregularities.
* Reconciliation of Bank Accounts, resolving all issues in processes and maintaining enough balances to meet PDCs or other future expenses

**ADMINISTRATIVE ACCOUNTANT** (Nov 2014 to Nov 2015)

***Silver Gate Real Estate & Building Construction L.L.C, Ajman, UAE.***

* Worked as Administrative Accountant in Silver Gate Real Estate and Building Construction L.L.C since Feb 2015, Ajman with emphasis upon following:-
* Handling Accounting activities and day-to-day office tasks and
* Postings in Tally ERP 9 keeping back-up of Book keeping as well.
* Answering the telephone, filing, faxing, assisting visitors, managing appointments
* Managing monthly journals & reconciling all bank accounts and resolving all issues in processes
* Handling Payrolls
* Managing all petty cash and prepare cash flow reports.

**SENIOR OFFICER** (Aug 2012 to June 2013)

***Meezan Bank Limited, Pakistan***

*Meezan bank is Pakistan’s first and largest Islamic bank with more than 300 branches all over the country. A premium Islamic bank has received multiple international .It is providing personal, business and premium islamic banking services all over the country*

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| * Back up to Operations Manager
* Handling of expenses , preparing expense vouchers and getting approval from competent authority
* Local Remittances
* Online Transactions ( Average 200 vouchers daily)
* Maintaining of Fixed Assets Record
* Reconciliation of G/L accounts with Main branch
* Cheque book requisitions collection and issuance
* Atm Cards Issuance, Cancellation and renewal

**OPERATIONS OFFICER** (Aug 2010 to July 2012)***The Bank of Punjab, Pakistan*** *The Bank of Punjab is one of the prominent financial Institutions of the country with PACRA Ratings: AA – Long Term and A1 Short having more than 320 branches in major cities of the country*. |
| * Documentation of Account Opening forms and System entries
* Issuance of Pay Orders and Demand Drafts.
* Documentation and issuance of Lockers
* Correspondence and activation of dormant/Inactive accounts
* Maintenance of Leave Record
* Responsible for Branch Quality Assurance
* Correspondence with Regional Office for special rates
* Funds transfer
* Worked as MIS incharge for 5 months in Regional Office and was responsible for compilation of daily deposit data from 25 branches for onward submission to Regional Manager and Head office. I also handled leave record, TA/DA allowances approval, Special rates on fixed deposits, periodic deposit statements preparation for Head office.

**OPERATIONS SUPPORT STAFF** (Feb 2008 to July 2010)  |
| ***First women Bank Limited, Pakistan****Pakistan's first commercial bank managed and run by women and established by former Prime Minister Benazir Bhutto to support women entrepreneurs.**……………………………………………………………………………………………………………………………………….*  |
| * Responsible for Account Opening in system as well as keeping record of the documentation
* Checking transactions and Receipts from cash department
* Inward , outward , same day and intercity Clearing
* Preparation of Deposit statements
* Record of Customer accounts statements Issuance and handling inactive accounts
* Zakat forms Record
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EDUCATION:

***Masters in Commerce University of Punjab, Gujranwala 2005-2007***

Auditing, Advanced Accounting and Computerized Accounting

Award: Scholarship Recipient for Academic Excellence

***Bachelor in Commerce University of Punjab, Gujranwala 2003-2005***

Financial Accounting, Cost Accounting and Banking Finance

Ranking: Highest Percentile Range (A+/1st Division)

Award: Scholarship Recipient for Academic Excellence

TRAINING AND SKILLS:

* TALLY ERP 9, CLOUDME ACCOUNTS SOFTWARE
* Attended One Day Training on “ Quality Service “
* Attended Three Days Training on “ Branch Banking Skills”
* Attended one day training on “ Business continuity plan “
* Advanced level user of Auto Banker (banking software)
* Proficient in all Microsoft software including word processing, Excel and PowerPoint
* Extensive experience in working under pressure, managing
* heavy workloads, and utilizing organizational skills

HONORS

* Received ***Award of Excellence* f**rom Daily Khabrain, a leading national newspaper for consistency in academic excellence, 2001
* Won ***Star Laureate Award 2001*** from South Asian Publication (SAP) for credentials par excellence
* Awarded academic scholarships every year since 8th grade through Master Program
* First position (among over a million students) in the region in standardized high school examinations; ***recipient of gold medal*** and cash award
* Fifth position (among over 50,000 students) in standardized Faculty of Arts examination

PERSONAL INFORMATION

 Age: 31 Years Single Pakistani