**SHEREEN**

**SHEREEN.337648@2freemail.com**

**ADDITIONAL PERSONAL DETAILS**

**DOB:** 09/11/1990

**NATIONALITY:** Bahraini

**SOCIAL STATUS:** Married

**OBJECTIVE**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**EDUCATION**

|  |  |
| --- | --- |
| **AHLIA UNIVERSITY:**B.S in Accounting And Finance | **2013** |
| **NEW INDIAN SCHOOL:**C.B.S.E Board of India Grade 11 – 12 (Commerce Stream) | **2008** |
| **IBN AL HYTHAM ISLAMIC SCHOOL:**CBSE Board Of India | **2006** |
| **ICDL/ECDL** Certificate | **2008** |

**WORK EXPERIENCE**

**Iftikhar Al-Khaleej Contracting (2008-2012)**

* Account assistance.
* Office filing and log sheets.
* Typing correspond documents.
* Send and receive corresponds by fax and emails.
* Preparing interim balance sheet on Tally ERP 9.

**International Agencies Co. Ltd.(INTERCOL) Since 2013**

* Accounts assistant.
* Preparing balance sheet.
* Process credit memos for any adjustment such as shortage or excess stock, price discrepancy, damage items credit, duplicate invoices, missing shipment, currency adjustment, pop discounts.
* Process debit memos to invoice/re-invoice for any adjustment on currency issues, correction to original invoices and transferring goods between customers.
* Stock adjustment using INFOR GLOBAL system.
* Billing orders using INFOR GLOBAL and RYTE system.
* Creating customer accounts using INFOR GLOBAL.
* Communicate with salesperson regarding market orders.

**SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speak** | **Write** | **Read** |
| **English** | Fluently | Fluently | Fluently |
| **Urdu** | Fluently | Good | Good |
| **Arabic** | - | Good | Good |

**INTERPERSONAL**

* Independent but social, flexible challenging spirit.
* Good communication skills & high observation.
* Ability to work under pressure & Dynamic situation.
* Initiative with ability to handle multiple projects.
* Ability to deal with various levels of management.

**COMPUTER**

Microsoft office program packages including worksheets of excel word processing with MS word, power point presentation.

**DRIVING**

Holding Bahrain Driving License

**INTERESTS AND HOBBIES**

* Browsing the internet for general and specific research.
* Reading.