**Beenish**

*Residing in Dubai on Visit visa*

*Availability: immediate*

|  |  |
| --- | --- |
| **E-Mail:**  [Beenish.340993@2freemail.com](mailto:Beenish.340993@2freemail.com)  **C/o-Cell:** +971-54973598  **Mailing Address:** Dubai Silicon Oasis, Dubai |  |

**CAREER OBJECTIVE**

Promising young professional, dedicated and eager to peruse career within a challenging environment to prove her acquired skills through Masters in Commerce and burnish them a further under the supervision of high profile professionals to take career to next level.

**QUALIFICATIONS**

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| **Qualification** | **Institute** |
| **Masters in Commerce (M.COM)** | **University of Punjab**  *(CGPA 3.22 out of 4)*  *Year 2016* |
| **Bachelors in Commerce (B.COM-IT)** | **University of Punjab**  *(Year 2013)* |
| **Intermediate in Computer Science (ICS)** | **Shimla Islamia Girls College**  1st Division with 75% Marks (Year 2007) |
| **Matric** | **Quaid Academy School**  Science Subjects, 1st Division with 85% Marks (Year 2004) |

**HIGHLIGHTS ON WORK EXPERIENCE**

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| **Company** | **Position/Period** |
| **First Microfinance Bank Ltd** | **Position: Accountant (Sep 2016 – Dec 2016)**  Trainee/Intern as accountant for 3 months, Islamabad, Pakistan |
| **Islamabad Diagnostic Centre Ltd** | **Position:Accounts Executive**  From June 2010- Dec 2011 |
| **Quaid Academy School** | **Position: Teacher Maths and Stats subjects**  From 2008-2009 |

**First Microfinance Bank Ltd**

**Position Held; Accountant**

**Job Description;**

* Invoice verification with relevant proof of performance received from third parties;
* Budget control of controllable costs;
* Assistance in initiating purchase orders;
* Participation in the monthly accrual process;
* Keep records of all transactions, and are usually responsible for the preparation of accounts payable, invoices and purchase orders, and petty cash and payroll calculation; and
* Process cheques, maintain filing and invoice monitoring systems, and audit petty cash envelopes - as well as carrying out other duties assigned by the supervisor

**Islamabad Diagnostic Centre Ltd**

**Position Held; Accounts Executive**

**Job Description;**

* Bank reconciliation analysis;
* AP invoice processing;
* Assistance in initiating purchase orders;
* Weekly management reporting against expense budget;
* Process cheques, maintain filing and invoice monitoring systems, and audit petty cash envelopes - as well as carrying out other duties assigned by the supervisor
* Petty cash management;
* Assistance in monthly reporting to management.

**COMPUTER SKILLS:**

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| **Software** | **Skill** |
| **Microsoft Office** | Hands on experience of **MS Excel, MS Word MS Power Point and MS Outlook** |

**PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| Date of birth: | **24 August, 1988** |  |  |
| Languages: | **English, Urdu** |  |  |
| Marital Status: | **Single** | Nationality: | **Pakistani** |