***SANA   
Accounting professional***

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UAE: Driving License Holder.

Summary:

A talented and accomplished Management professional with extensive financial and accounting background. MBA in (Finance) with more than 4 years of experience. Proven ability to establish and direct accounting departments and corporate finances. Able to develop and implement effective policies and procedures. Adept at re-organizing financial processes to improve efficiency, accuracy, and productivity. Highly familiar with supervising accounts payable / receivable, payroll, cash receipt, accrual, general ledger, reconciliation, collections, and other functions. Excellent presentation and communication skills.

professional experience

khan meer kheer transport LLC (Dubai).

* Position: Accountant. 2009 - 2011
* Preparing Invoices/Quotation as per the customer requirements
* Managing Petty Cash for different purpose.
* Using computerized accounting systems to maintain accurate records.
* Preparing wages and managing claims for expenses.
* Reconciling monthly statements.
* Processing all refund requests.
* Bank Reconciliation at the end of the month.
* Performing any other related duties as assigned by the Senior Accountant.
* Follow-up client’s outstanding balance.

O.K Furniture & Chairs LLC (Dubai)

* Position: Accountant. 2013 – 2015
* Managed accounts payable, accounts receivable, and payroll departments.
* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Post and process journal entries to ensure all business transactions are recorded.
* Maintain various types of vouchers.
* Preparation of various reports for management.
* Receive & Issue LPO as required.
* Bank reconciliation at the end of the month.
* Follow up Account receivable and sending updated SOA to customers.
* Assist in the processing of balance sheets, income statements and other financial statements.
* Managed the internal and external mail functions.

QUALIFICATION:   
MBA in (finance) .Abdul Wali Khan University Mardan Pakistan. 2010- 2013

Computer Skills:   
Microsoft Office, Tally, Quick book & Peach Tree.

Languages:

English /Urdu/Pashto

Reference **–** Available on request.