

**SHWETA**



**C/o-Mobile no.: - +971505891826 (UAE), Email:** [**shweta.344630@2freemail.com**](mailto:shweta.344630@2freemail.com)



**Looking for an opportunity into a world class, highly professional organization with challenging and competitive environment, where my capabilities, hard work, sincerity get recognized.**

**CAREER CONSPECTUS**

* Worked with AUSTIN SHIPPING AND FREIGHT FORWARDING COMPANY, as an Assistant Accounts/Admin.
* Expertise in accounts payables, accounts receivables, payroll administration & bank reconciliation and coordination with customers.
* Detail oriented and organized with strong problem solving skills and exemplary attention to details.
* Respected team player who is willing to do whatever is necessary to get the job done.
* Thrive in deadline-driven Environments.

**TECHNICAL SKILLS**

Adept to work on MS Office ( MS Excel,MS Word & MS Power Point ) & FOCUS Software.

**EMPLOYMENT CHRONICLE**

**From 1st Sep 2014 to Oct 2016 worked at AUSTIN SHIPPING AND FREIGHT FORWARDING COMPANY, Dubai as an Accounts/Admin Assistant**

A company established with sophisticated technology to provide international freight forwarding services. Their business encompasses cargo consolidation and door to door; port to port, sea freight & air freight forwarding"

**Accountabilities:**

* Invoicing
* Preparation of different vouchers
* Making entries for all transactions
* Internal Auditing of transactions
* Customer follow up for payments
* Business correspondence
* Making payments for creditors and all business expense
* Daily Reporting on Accounts receivables & Payables
* Handling Cash, Petty Cash, Managing Banking operations
* Reconciliation of Bank statement
* Payroll and making salary statements etc.
* Preparation of final settlement for employees
* Various reports, when required by Top Management for proper and timely decision making.

**STRENGTHS**

* Ability to grasp new concepts quickly
* Honesty and positive thinking.
* Hard working & dedication to work.
* Comprehensive problem solving abilities
* Good time management abilities
* Good interpersonal skill
* Willingness to learn and good team player

**INTERESTS**

* **Passionate about Dancing**
* **Acting & Theatre**
* **Playing Badminton**

**PROJECTS UNDERTAKEN**

* Certificate of SIP (Student Induction Program) from NIIT, Jodhpur, Rajasthan, India.
* Certificate of C.C.T (Compulsory Computer Training) from NIIT, Jodhpur,Rajasthan,India.

**SCHOLASTICS**

* Pursuing Masters degree in commerce(M.COM) from I.G.N.O.U,India.
* Pursuing with CS (Company Secretary ) executive level from ICSI,India.
* Bachelor degree in commerce (B.COM) from Jai Narayan Vyas University,Jodhpur,Rajasthan,India in the year 2014.
* Senior Secondary Exam from Holy Spirit School (RBSE),Jodhpur,Rajasthan,India in 2011.
* Secondary Exam from St. John Sr.Sec. School (RBSE) ,Jodhpur,Rajasthan,India in 2009**.**

**PERSONAL Vitae**

**Date of Birth : 8th March, 1994**

**Sex : Female**

**Nationality : Indian**

**Marital Status : Single**

**Language known : English, and Hindi**

**DECLARATION**

Hereby declare that the above written particulars are true to be the best of my Knowledge and belief.