**Ms. Nayab**

[**Nayab.363500@2freemail.com**](mailto:Nayab.363500@2freemail.com)

**Objective:**

To succeed in an environment of growth and excellence and to earn a job which provides me job satisfaction & self-development and at the same time helps in the achievement of personal as well as organization’s goals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Qualification**: **Course** | **Year Of Passing** | **Institution** | **University/Board** | **Percentage** |
| Master in  Management  (Finance) | **2014-2016** | Don Bosco institute of Management and Research | Mumbai  University | 69 % |
| B.Com (Audit and Finance) | 2011-2014 | SNDT College of Arts and SCB College of Commerce | SNDT, Women’s University, Mumbai | 52% |
| H.S.C. | 2010-2011 | The Indian School, Bahrain | CBSE, New Delhi | 81% |
| S.S.C. | 2008-2009 | The Indian School, Bahrain | CBSE, New Delhi | 59% |

Accountant, Fastbird Delivery W.L.L , Kingdom of Bahrain : July 2016 – Till Date :

* Main Profile

1. Responsible for creating, updating and maintaining bank statements of the company
2. Creating Investment and Expenditure reports of the company
3. Studying & analyzing the investment and expenditure reports

* Operations

1. Creating delivery schedules for ensuring smooth operations of all deliveries as per priorities set
2. Ensure all delivery reports are updated and reported in a timely manner
3. Collate delivery reports on a monthly basis from delivery staff and reporting the same

**Summer Internship :**

Ernst & Young , Kingdom of Bahrain : From May to June 2015 (two months) :

1. Responsible for preparation of PIRI (Prudential Information Report for Islamic Banking) for reputed banks, especially Al Baraka,
2. Report preparations with due analysis on accounts and transactions and providing inputs on findings.

**Achievements :**

* Member of social summit 2015 in Don Bosco institute of management and research.
* Volunteered to work for a NGO (nonprofit government organization) in Mumbai, India for a period of 30 days.
* Completed Don Bosco certification course for extra circular activities.

**Hobbies :**

* Reading
* Cooking
* Writing
* Socializing with Friends
* Problem solving games.

**Personal Traits :**

* Good Communication Skills
* Good Writing Skills
* Ability to Work Effectively in a Team.
* Hard Working Person

**Languages Known :**

* English
* Hindi
* Urdu

**Driving License**

Issue Date – 22nd January 2017, Kingdom of Bahrain