***Sakina***

***Sakina*** [***.364454@2freemail.com***](mailto:.364454@2freemail.com)****

***Objective:***

To establish professional and educational foot hold and make a career in a reputable and growth oriented organization where my educational background and initiative could be utilized to the maximum.

***Professional Experience:***

Worked as a internee at YUNUS TEXTILE MILLS

Worked as Accountant at AL-ANWAR TEXTILE MILLS

EXPERIENCE 1:-

Company:-**AL-ANWAR TEXTILE MILLS**

Job Title: **Senior Accountant**

Period: **from 2014-july 2015**

***Key Responsibilities and Accountabilities:-***

* Dealing with incoming emails, faxes and post after corresponding on behalf of the Manager.
* Screening phone calls enquiries & request and handled them when appropriate.
* Perform daily accounting transactions such as creating & posting vouchers.
* Supervise & co-ordinate in petty cash activities for the company.
* Entering the petty cash related business data into accounting system used by the organization.
* Organizing and storing paperwork, documents and filling the same.
* Photocopying and printing various documents.
* Managing and maintaining budgets, as well as invoicing & General Ledgers.
* To ensure minimum inventory level is maintained of necessary items like Stationary, Letter Heads etc.

**EXPERIENCE 2:-**

Company:- **AGR-Trading Co.LLC**

Job Title: **Assistant Accountant and Administration**

Period: **From Dec 2015-till on date**

***Academic Qualification:***

|  |  |
| --- | --- |
| * **Matric** | **Board of Secondary Education** |
| * **Intermediate** | **Board of Intermediate Education** |
| * **B.S in Textile** | **RLAK Govt. College of Home Economics** |
| * **Diploma in Computerized Accounting** | **PAK college Affiliated By Skill Development Council** |

***Computer Skills:***

* M.S Office, M.S Word, M.S Excel, M.S Power point
* Knowledge of Accounting Software TALLY 9.0
* Knowledge of Accounting Software PEACHTREE
* Knowledge of Internet and E-mail Operation

***Key Skills:***

* Good Communication Skills
* Good Organizational Skills
* Knowledge of handling Accounts

***Personal Hobbies:***

* Reading Novels
* Cooking
* Playing Badminton

***Personal Profile:***

Date of Birth :  **14TH October 1991**

Nationality: **Pakistani**

Languages: **English, Urdu, Gujrati.**

Marital Status: **Married**

Visa Status: **On Husband Visa**

***References:***

Can be furnish up on request.