**SABA**

[**Saba.364631@2freemail.com**](mailto:Saba.364631@2freemail.com)

**CAREER OBJECTIVE:**

Dynamic enterprises accountant assistant with three years experience in supplier, environments. To obtain a accounting assistant position in a dynamic organization, where handle daily book keeping activities and ensure every accounting transaction is accounts.

**WORK EXPERIENCE:**

**ABDUL SALAM ENTERPRISES  
Accountant Assistant ( 2013-2015)**

**Responsibilities**

* Maintaining basic accounting ledger
* Book keeping of account receivables / account payable
* Recording invoice entries in ledger and excel.
* Maintain cash book on daily basis
* Correct bills and check payments
* Prepare daily administrative & Selling expenses report
* Prepare Cash Purchasing report
* Maintaining filling and documentation

**EDUCATION:**

**Matriculation in Bio Science**From Daffodils Academy in 2006 (A Grade)

**Intermediate in Pre Medical**From Govt. Women College Sharah-e-Liaquat in 2008 (2nd Division)

**BS in Commerce**From Jinnah University for Women in 2012 (C.G.P.A:- 3.22)

**SKILLS**

* Experienced in handling book keeping activities
* Experienced in account receivable, account payables and processing invoice payment
* Ability to work with integrated accounting software’s
* Excellent command on Microsoft Word, Excel & Power Point
* Good Writing skills
* Good Communication ability
* Time Management
* Ability to understand new techniques quickly
* Good Team Player.

**ACHIEVEMENT:**

* I have achieve best performance award in Abdul Salam Enterprises in 2015
* Receive award in Academic Level

**LANGUAGES:**

* English
* Urdu

**PERSONAL INFORMATION**

* Date of Birth : 24th January, 1989
* Marital Status : Married
* Domicile : Karachi
* Religion : Islam
* Nationality : Pakistani

**REFERENCE:** Available upon request