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HUMA

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***EDUCATION Qualification:***

* ***Master in Business Studies (MBS) -*** *(2014 – 2016) from* ***Virtual University of Pakistan***
* ***Bachelor of Commerce (B.Com) -*** *(2009 – 2011) from* ***Garrison Post Graduate College Lahore Cantonment***
* ***Intermediate of Commerce (I.Com) -*** *(2007 – 2009) from* ***Oxford College Lahore***
* ***Matriculation -*** *(2006 – 2007) from* ***BISE Lahore***

***Certifications:***

* ***Certificate of Learning Assessment & digitization -*** *(Oct 2016) from* ***Oxford University Press***
* *Certificates for attending workshops on different Subjects’ Series – (2014 – 2017) from* ***Oxford University Press***
* ***Certificate of Participation -*** *(May 2011) from* ***Chartered Institute of Management Accountant (CIMA)***
* ***Certificate of Merit in Statistical Exhibition -*** *(March 2010) from* ***Garrison Post Graduate College Lahore***
* ***Spoken English -*** *(June 2009) from* ***The Language Centre International***
* ***Foundation Computer -*** *(August 2007) from* ***Teknowledge Institute of Computer Education Lahore***

***COMPUTER SKILLS:***

* *Proficient in Microsoft Office (Word, Excel, Outlook)*
* *E-mail, Internet & Browsing etc.*
* *In Page Urdu & Arabic Composing*

***Achievements:***

* ***Most Efficient & Honest Award*** *(March 2017)*
* ***Best Obligation Award*** *(February 2016)*

***Work Experience Details:***

* ***Company:*** *SHAIKHANI Developments*

***Position: Administrator & Accountant***

***Duration: 15th****June 2017 – 15th Feb 2018*

***Location:*** *Dubai, UAE*

***Responsibilities as ADMINISTRATOR.***

1. *Office activities planning.*
2. *Ensuring that all permits, licenses, residencies, work permits, civil IDs and all related documentation are valid and complete.*
3. *Reviewing termination and resignation process.*
4. *Maintain and distribute a variety of complex records, lists and files. To check a variety of items including forms, letters, reports, special projects, memoranda and other materials.*
5. *Managing and controlling all Personnel and Administration works functionally and strategically including recruitment, payroll, leave, staff relations, training and insurance, etc...*
6. *Assure timely communication between office, clients and partners, receive, verify and transmit information to other clients and personnel, obtain records and information as needed.*
7. *Ensuring the implementation of company policies and work procedures.*
8. *Monitoring and enforcement of staff attendance, rules, regulation and discipline.*
9. *Coordinate various projects independently requiring independent judgment and initiative, schedule appointments and meetings.*
10. *Build and maintain good relationship with senior staff and affiliate companies.*

***Responsibilities as ACCOUNTANT.***

1. *Managing day to day Debits & Credits, cash and banks.*
2. *Keeping an eye on all the company expenses.*
3. *Responsible about the outstanding payments reminder and the due payments.*
4. *Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.*
5. *Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data (the system is available custom made).*
6. *Analyzes information and options by developing spreadsheet reports; verifying information. Prepares general ledger entries by maintaining records and files; reconciling accounts.*
7. *Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.*
8. *Develops and implements accounting procedures by analyzing current procedures; recommending changes.  
   Answers accounting and financial questions by researching and interpreting data.*
9. *Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.*
10. *Protects organization's value by keeping information confidential.*
11. *Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.*
12. *Accomplishes accounting and organization mission by completing related results as needed.*

* ***Company:*** *Education House School System*

***Position: Administration Officer& Accountant***

***Duration:*** *November2012 – March2017*

***Location:*** *Lahore, Pakistan*

***Responsibilities***

1. *Organize office activities.*
2. *Maintain records, lists and files type a variety of items including forms, letters, reports and presentation.*
3. *Assure timely communication between office, clients and partners, receive, verify and transmit information to other clients and personnel, obtain records and information as needed.*
4. *Compile information and prepare reports for assigned programs, compose correspondence and forms independently or from oral directions as required.*
5. *Attend meetings and take minutes as required, prepare meeting agendas and assure inclusion of appropriate materials.*
6. *Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of modern office machines.*
7. *Handle travel arrangements.*
8. *Research the internet and other sources for information as requested.*
9. *Follow-up and coordinate work outside the office.*
10. *Maintain the accounts of school’s Company Account*
11. *Make Bank Reconciliation Statement on monthly basisBank dealing; maintaining daily petty expenditures, accounts receivables and payables.*

***Key Strengths:***

1. *A flexible approach with the ability to adapt different people, customers, challenges and way of working.*
2. *Ability to really listen to the clients, quickly identify their problems and needs, think ahead to anticipate them.*
3. *Delivery of the expected results even in high pressure situations.*
4. *Proven ability to maintain the highest possible level of clients’ and company’s confidentiality.*
5. *Enjoying working as a part of team with positive attitude.*
6. *Good verbal and writing communication skills.*
7. *Possess excellent management & organizational skills.*

***Personal Profile:***

*Date of Birth: 13thApril, 1989*

*Nationality: Pakistani*

*Religion: Muslim*

*Visa Status: Visit Visa*

***Reference:***

*May furnish upon request.*