 AMBREEN

United Arab Emirates

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# PRofile

Personal Summary / Financial Analyst:

* I am a Trustworthy Admin Executive professional experienced, who enjoys working in a customer-focused work environment. Offers strong knowledge of Accounts and Admin Services.

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| * Conducting due diligence * Building and collaborating with teams * Sourcing portfolio companies | * Performing quantitative/financial analysis * Managing portfolio company relationships * Offering international/cross-cultural expertise |

Admin Executive Agency Sales, Prado lubs Fzc Ajman, UAE –

Nov 2015 – Nov 2017

Prepare reports for a wide variety of company, such as a accounting & Documentation and H.R Services. Quality using the entire Microsoft suite of software. Rigorously providing support to maximize productivity, Manage office operations and delegate tasks to administrative assistants.

Initiate a new filing system on the cloud to gain optimal accessibility of information.

Update office policies regarding business software and its use.

Organize group meetings and seminars at the headquarters location.

Write social media posts daily on behalf of the company for Facebook and Twitter.

Write all routine executive office correspondence.

Maintain files and contact lists on all executive mobile devices.

Administration Cum Accounts, Bin Saifan Contracting Company L.L.C Sharjah, UAE –

Jan 2014 – Sep 2015

Responsible for maintaining records of employee information, such as transfers and resignations, in order to maintain and update payroll records.

To Manage Customers through Calls, Emails, Faxes and Personal Interaction.

Responsible for managing all file’s, faxes, visitors and email accounts of the company.

Responsible for complete time sheets showing employees’ arrival and departure times.

Preparing a statement of Cheques & calculate the balance of income and expenditure

Responsible for verifying attendance, hours worked, and pay adjustments, and post information onto designated records.

Responsible for preparing the statement of salaries of labors and clearing them off before end of the month.

Look for the best suppliers of materials in Market and review there quotations.

To calculate overtime and visa deduction’s of the labors.

To keep and maintain the thorough record of the employee’s database including Visa and passport details. Calculate and manage the workforce of the company and to visit the project sites.

Update the Legal databases and records of the company.

Administrative Assistant , Synergy Computers Pvt Limited SCL, PAK – Sep 2012 – Oct 2014

Organized on-site meeting arrangements and schedules.

Initiated a travel expense filing system with Excel spreadsheets.

Made travel arrangements for executives and updated them based on changing schedules.

Kept online filing systems updated as needed.

Answered incoming calls and properly routed them according to office procedure.

Updated office supply ordering to optimize the supply budget.

# qualifications

Education

**CMA** (Finalist) from Institute of Cost & Management Accountants of Pakistan

**B.Com** (2012) from University of Punjab, Rawalpindi Pakistan.

Certifications

Security Investment Introduction Coaching

Business Management Ethics and Values

Certify from ROYAL SKANDIA, UK as Investment Consultant-MSA (Management Saving Account)-MCA (Management Capital Account-IWA (International Wealth Account)

Certify from Alico as Investment and Insurance Advisor

Certificate Awarded in Skill’s Development Programmed

# personal

Nationality: Pakistani

Date of Birth 02-09-1989

Visa Status: Visit Visa

Marital Status Single