**MUSARRAT **

Abu Dhabi, United Arab Emirates

Email : musarrat-397164@gulfjobseeker.com

**OBJECTIVE:**

Doing a creative, dynamic & challenging job with prospects of upward mobility. A permanent position in a professional organization which can offer me satisfaction in terms of knowledge and experience.

**SUMMARY:**

An Ambitious, Enthusiastic and talented individual with keen eye for detailed and flair for teaching with hands-on experience in personal tuitions and strong skills in accounts.

**PROFESSIONAL EXPERIENCE:**

1. ***General Contracting (Abu Dhabi – UAE):***

**Working as General Administrator & HR assistance.(01 April 2015 till 30 June 2016)**

\*Spearheading administration related activities including office automation/office

administration & ensuring optimum & effective utilization of resources. Maintaining

updated database for the ease of management.

\*Liaising with internal & external parties at regular intervals and follow-up with them

for successful closure of pending issues with regard to commercial activities and

expeditious clearance of outstanding purchase orders/bills, implementing effective

administrative policies and successfully coordinating direct administrative support for

the office.

\* Proactively involved in maintaining all official correspondence; accountable for entire

gamut of administrative work specifically related to official documents and material,

maintaining track records & updating information in computer for the daily

transactions.

**\* *HR role : Prepare salaries as per WPS. Looking after the time sheets of the employees, joining dates, attendance, address and bank details. Issuing salary certificates of the employees, Maintain the database on the companies customized software and excel sheets as required. Drafting the emails within the organization. Keep in track of employees visa and passport expiry dates.Arranging appointments for employees medical and emirates id renewal.***

**2. *Al Roumi General Trading Est. (Abu Dhabi):***

**Worked asAccounts Payables Executive (13 Jun 2013 till 30 Jan 2015)**

\*Receive and verify invoices and requisitions for goods and services.

\*Processing and monitoring invoices, payments and expenditures.

\*Monitor accounts to ensure payments are up to date.

\*Maintaining accounts of payables and ensure month end reconciliation up to date and

suppliers, sub-contractors and service providers are paid as per contractual

commitments.

\*Month end closing.

\* Maintain the General Ledger and updated vendor files.

\*Sorts and reviews invoices and check requests for proper account codes, object codes,

discounts,payment terms and employment status.

\*Bills and credits accounts involved with the accounts payable system.

\*Monthly preparation of List of advance payments and follow-up with invoices.

\*Responsible for daily cash, bank and journal voucher and ensure the books for account

are properly maintained.

\* Providing supporting documents for audits.

\* Correspondence with Vendors, Banks and other Business partners for account

reconciliation and for other general issues.

\* Preparation of Cash Book and manage petty Cash transactions.

3. ***Hathway Cable & Datacom Pvt Ltd (India)***

**Worked as Billing and technical officer.( 17 Sep 2005 till 17 July 2008)**

\*Billing dues to the customer co-ordination with billing department for customer related

 disputes, renewing existing internet Plans.

\*Preparation of credit notes for issues regarding billing & Technical issues.

\*Solving customer technical issues by co-coordinating with technical department.

\*Maintaining data of the customers.

\*Handling both billing & account of the existing and new customers.

4. STANDARD CHARTERED BANK (India)

Worked as Coustomer Assistance Officer Trainee collection & Billing (jan 04-Sep 05)

\* To effectively resolve all delinquent Auto Loan Account holder in Consumer Bank

 Portfolio in order to reduce front end flows into Provision buckets.

\* Optimise service quality.

\* Minimise Collection Costs.

\* Ensure portfolio on all return cheques for resolution.

\* Agency Management of Bucket 1 & 2. Handling front end agencies.

\* Attending walk-in customer & resolving their issues.

\* Handling all back office job.

**ACADEMIC CREDENTIALS:**

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| --- | --- | --- |
| **Examination****Passed** | **Examining****Centre** | **Year of** **Passing** |
| Bachelor of Arts Specialization in Economics | MumbaiUniversity | 2003 |
| Higher Secondary School (Bhavans College) | MumbaiBoard | 2000 |
| Secondary School | MumbaiBoard | 1998 |

**Areas of Excellence :**

Office Management,HR & Payroll Operations,General Administration

Facilities Management, Client Management,Resource Optimization

Manpower Management, Relationship Management,Cross Functional Coordination

Team Management, Interpersonal & Analytical Skills, Communication Skills.

**TECHNICAL QUALIFATIONS:**Microsoft Office Management ,Tally,

 Email Clients – Lotus Notes, Outlook, etc.

**Languages Known:**English, Hindi, Urdu and Marathi**.**

**PERSONAL DETAILS:**

Date of Birth 4th June 1982

Nationality Indian

Gender Female

Marital status Married

Religion Islam

Visa Status Currently Sponsored by Husband

UAE Driving License Under Process

**DECLARATION:**

I hereby declare that all above details are true and correct with best of my knowledge.

**References on request, can be provided.**

***MUSARRAT***