

NAZIA YOUNAS
Building 1-27A Al Khail Gate
Dubai Al Qouz , UAE
Email:naziagill1248@gmail.com
Cell: +971 567985362



OBJECTIVE

Self-motivated, creative and confident young individual and a team player who is good with leading and with a keen drive to learn and develop in chosen career which is in Finance & Accounts. In longer terms, am devoted to meet goal in my life and a target to achieve something challenging and rewarding.

ACADEMIC QUALIFICATIONS:

Masters : **MBA Marketing** from Preston University, Karachi, Pakistan with 3.4 GPA
Bachelors : **BA** from Abdullah College, Karachi, Pakistan
HSC & SS. : **HSC (Private)** from Board of Intermediate Education, Karachi and **SSC** from Sacred Heart School, Faisalabad.
Courses/Trainings : CIT Diploma in Computer Studies, QuickBooks Accounting Software Course, Tally, Peachtree Accounting Software

PROFESSIONAL EXPERIENCE:

Workshop Manager : Star Tyre Service LLC Dubai UAE (11months)
Accountant : The XBM Garage Dubai UAE (2 years 1 month)
Clients Services Clerk : Body FX Auto Repairing Dubai UAE (1 year 8 months)
Admin officer : Manghopir Development Programme, Pakistan (2 years)
Accountant : Manghopir Development programme & Tatarko Yagangat Primary & Secondary School, Pakistan (8 years)
Fundraising Officer : Manghopir Development programme, Pakistan (1 year)

CORE RESPONSIBILITIES:

- To distribute the daily appointments to the appropriate member of staff in a fair and efficient manner.

- To assign the duties of the Workshop supervisor and quality tester daily to ensure they are efficiently utilized.
- To ensure the booking system is kept constantly updated with the vehicle progress.
- To ensure consistent communication and updates to the service received on the vehicle status.
- Books of accounts, Inventory Register, Income and receipts, Cash books, Financial reports, Salary controls, Fee Controls, Analysis on quarterly basis of both results and utilization of budget, Tracking of Receipts and payment, rooms, monthly closing.

KEY SKILLS:

- Good typing speed and computer skills.
- Good writing skills.
- Self-motivated and capability of using own initiative to control flow of work.
- A team player and like working in groups.
- Excellent communication skills, time management and punctual.

PERSONAL INFORMATION

Father's Name	:	Younas Masih
Date of Birth	:	07/02/1982
Marital Status	:	Single
Nationality	:	Pakistani
Passport No	:	BX6901731
Visa Status	:	Transferrable
Driving License.	:	Valid till April 2023

LANGUAGES

Fluent English, Urdu, Punjabi

