

TOHEED SHAH

Insurance, Accounts and Administration Coordinator

Professional Summary:

Highly Motivated and Committed Administration and Accounts Coordinator having **UAE Driving license** with about 3 year's experience. Strong Ability to multitask and prioritize workloads with little or no supervision. Positive and upbeat with excellent communication skills eager to contribute to team success through hardwork, attention to details and excellent organizational skills.

Work History

➤ **HMRT Medical Poly clinic (Dubai,UAE) Feb 2021-May 2023**

Administrative Role

- Coordinating with different departments in resolving day by day problems.
- Preparation of personal file and payroll details for each employee.
- Assisting in all aspects of Administration Management.
- Arranging Meetings, Events and Similar activities.
- Managing Documents and Files.
- Making files using MS Office and checking emails etc.
- Exporting the employee attendance record from punching machine for payroll preparation.
- Preparing the staff working schedule.
- Preparing salary certificate and other related document for staff.
- Providing required documents for visa processing and renewals.
- Providing customer service.

Finance and Accounts Role

- Manage the day by day financial transactions of the company including Cash and Bank transaction, sales and purchases.
- Reporting the daily revenue report to the management.
- Receiving the daily cash collection and depositing in bank
- Salary process for the staffs through WPS System.
- Responsible for preparation of receipt, payment vouchers and statement of the account.
- Keeping Petty Cash and monthly expense reporting and booking.
- Monthly reconciliation of bank accounts.
- VAT preparation and filing.



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CERTIFICATES

- CIT (Certificate in Information Technology)
- IELTS
- MS OFFICE

SKILLS :

- Customer Service
- Data Entry
- Teamwork /Collaboration
- Records Management
- Payment Processing
- Financial Statements Analysis
- Account Audit
- Reconciliation

COMPUTER SKILLS

- MS Office (MS Word, MS Excel, power point),
- Typing Skills,
- Adobe Photoshop,
- Medical Software
- Tally
- Quick Books

LANGUAGES:

- English
- Urdu
- Arabic (Basic)

- **Peshawar Medical Centre (Dubai, UAE)** **Jan 2020 - Aug 2020**
Served as insurance, accounts and administration coordinator
- **Umer & Noor Transport (Dubai,UAE)** **July 2019 – Dec 2019**
Served as Administration and Accounts coordinator
- **Des Pardes Restaurant (Islamabad, PK)** **Sep 2015-Aug 2016**
Served as Administration Assistant

EDUCATION

- **BBA – Bachelor of Business Administration** **2019**
Virtual University, Lahore , Pakistan
Major: Management
- **HSSC (Higher Secondary School Certificate)** **2015**
Jinnah College of commerce, Wah Cantt , Pakistan
Major: Science
- **SSC (Secondary School Certificate)** **2013**
Citi Career School, Wah Cantt , Pakistan
Major: Science