
AMNA SHEHZADI

Talal Super Market Hor Al Anz Dubai

Mobile Number: **0562867101**

amnashehzadi282@gmail.com



Personal Information:

Date of Birth: 09-10-1992

Place of Birth: Faisalabad, Pakistan

Material Status: Married

Visa Status: Sponsor

Professional Summary:

To work and share experience in a competitive environment, in the field of finance audit management, Logistics, Customer Service, Accounts, HR and related discipline. My goal is to contribute for the company's growth by implementing my skills and knowledge. I am a team player with a strong desire to apply my skills and experiences to a position that will add value and growth to my employer. I am committed to excellence and eager to learn new skills.

Professional Strength:

- Extensive knowledge of operating tools like Microsoft Windows, Office, PowerPoint, Access, Microsoft Project and the Internet
- Ability to solve problems and make decisions quickly and efficient
- Ability to perform tasks efficiently and effectively Excellent
- written and verbal communication skills
- Possess outstanding time management and organizational skills
- Ability to work under pressure and meet deadlines.
- Bookkeeping, Teamwork, Fast learner and hardworking, Task Oriented.

Education:

Master of Commerce (Finance Specialization)

University of Agriculture – Faisalabad, Pakistan (2017)

Bachelor of Commerce (Commerce Specialization)

University of Punjab – Lahore, Pakistan (2014)

Intermediate of Commerce (Commerce Specialization)

Board of Intermediate and Secondary Education – Faisalabad, Pakistan (2012)

Secondary Education

Board of Intermediate and Secondary Education – Faisalabad, Pakistan (2010)

Languages:

Fluent in English & Urdu, Punjabi, Hindi, spoken reading & writing skills.

Work History

Asmak Food Company LLC – Dubai

February 2019 to December 2021

Administration Assistant

Job Responsibilities:

- Cash receiving and updating in system.
- Customer services (online as well as walking)
- Creation of GRS & GRN in the system.

- Handling out bound operational functions, making sure transactions are well managed.
- Maintaining all operational documents. Eg. Lpo , local stock purchases, Invoices, purchase request and stock inventory in Orion.
- Posting purchase and sales invoices.
- Reconciliations of supplier and customer invoices
- Routed agreements, contracts and invoices through signature process.
- Helped senior clerical staff complete daily workloads.
-
- Managed incoming and outgoing calls.
- Processed financial documents including contracts, expense reports and invoices.

Finetex Bedding Co. PVT. LTD. – Faisalabad, Pakistan

February 2016 – April 2017

Assistant Account

Job Responsibilities:

- Maintain daily bookkeeping and file maintenance for their clients.
- Controlling, verifying and generating invoices for suppliers.
- Prepare accounts payable cheques.
- Provide administrative support to accounts.
- Taking undertaking clerical tasks such as typing, filing, handling mails, making phone calls etc.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Computed taxes owed by applying prescribed rates, laws and regulations.
- Compiled general ledger entries on a short schedule with nearly 100%accuracy.
- Maintained integrity of general ledger, including the chart of accounts.

MCB / Faisalabad, Pakistan / Internship

Mar 2017 - May 2017

Forward the Cheques to the Relevant Branches/Department through Mail Room, with a proper acknowledgement. Check all technical issues related to clearing cheques, before processing for the clearing. Give confirmation call to the customer before send the cheques in clearing process

The Bank of Khyber – Faisalabad, Pakistan

September 2015 – November 2015

Internee

Job Responsibilities:

- Open a new bank account for the customers and companies. Provide daily reports to Branch Manager. Keep a record of customer's account balance as per the transactions. Analyzed monthly balance sheet accounts for corporate reporting. Maintained integrity of general ledger, including the chart of accounts.