

Sahera shaik

Dubai, United Arab Emirates / M: +971522270140 / saherashaik79@gmail.com



Summary

Passionate and dedicated seeking position as a Accountant. Bringing 8years of Experience in bookkeeping financial reporting ,and budgeting a positive Environment and implementing innovative strong problem solving skills .Committed to promoting Creativity , critical thinking I have excellent communication skills and able to work both independent and with a team.iam confident I can make a positive contribution to your organization.

EDUCATION

Bachelor of Education (sociology) -2021

Sathavahana University ,India.

Bachelor of law (Civil & Criminal)-2016

Sathavahana University ,India.

Bachelor of commerce (English,financial & Web programming)- 2013

Sathavahana University ,India.

Experience

Accountant –Year 01

Kasturba Gandhi balikiya vidyalam –India

08/02/2016- Till Date

- ❖ *Payroll and monitoring employee time offs.*
- ❖ *Documenting transaction.*
- ❖ *Audit report ,manual and digitally*
- ❖ *Students enrollment .*

ACCOUNTANT –Grade -01

Pullela multi specialtly hospital, India

JAN 2013-MAY 2015

- ❖ *Provide financial information to management by analyzing accounts data*
- ❖ *Prepare balance sheet*
- ❖ *Prepare capital entries by compliling and analyzing account information*
- ❖ *Document financial transaction by entering account information*

Computer skills

- ❖ PGDCA
- ❖ Tally ERP 9.0
- ❖ Diploma in data entry
- ❖ Ms office
- ❖ Networking (Google sheet)

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Personal information

Date of birth : 12 June 1991

Nationality : Indian

Visa status : Visit visa

Marital status: married

References

Available upon request.