

# MORIOM JAHAN

## POST APPLIED FOR : ACCOUNTANT & CORDINATOR



### Mobile No

+971 568609526

### Email:

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Dubai - UAE

### Personal Profile

Name : Moriom Jahan  
Gender : Female  
Nationality : Bangladesh  
Date Of Birth : 21-04-1995  
Marital Status : Married  
Languages :  
English ,Hindi,Urdu,Bangla

### Passport Information

Passport No : A12284714  
Date Of Expiry: 18-09-2033  
Visa Status : Employment Visa

### Educational Qualification

- Bachelor Degree
- Computer Skills :  
Excel, MS Word, Tally, Digital Marketing

### Objectives

To be associated with a well-established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making.

### Skills

- Ability to work hard and result oriented.
- Self-motivated and ready to work under pressure.
- Sincere and honest in assigned duty.
- Efficient and well-behaved person.
- Extremely hardworking self-motivated.

### Work Experience

- Presently Working as a **BUS ATTENDANT & CORDINATOR** with **ROADS & TRANSPORT AUTHORITY** in Dubai. For 02 years to till date..
- Worked as a **ACCOUNTANT** with **MASAR ALYN CO** in Dubai.U.AE
- Worked as a **ACCOUNTING TEACHER** with **BASHUNTARA IDEAL SCHOOL** in Bangladesh .For 05 years.

### Duties and Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Compiling lists of all tasks needed to be accomplished.
- Delegating resources.
- Monitoring deliveries.
- Evaluating performances.
- Reviewing and responding to delays, inaccuracies, or errors.
- Improving day-to-day processes.

### Declaration

I hereby declare that the above-mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular.

**MORIOM JAHAN**

