



BEENISH ADNAN

Executive Assistant/ Accountant

To be associated with an organization that gives me an opportunity to update my knowledge and enhance my skills is a part of team that excels in work towards the growth of the Organization. Seeking a challenging position where my skills and experience will greatly enhance your Company success and my own personal growth.

Contact

Calling: +971-545235357

Whatsapp: +971-567897848

Email

beeni.beenish1@hotmail.com

Address

MBZ zone 7, Villa 203

Abu Dhabi- UAE

Education

2009

Bachelors in IT

The University of Punjab- Lahore

CERTIFICATION

CMA (Continue)

- Duolingo English (2021)
- IELTS English (2019)
- Peach Tree, Zoho Books, Focus System

Expertise

- MS Office (Word, excel, power point)
- Team Player
- Multi Tasking
- Record Keeping
- Leadership
- Communication

Experience

○ 2022 - 2024

Acta For Decoration I Abu Dhabi-Mussaffah
Accountant/ Document Controller

- Handle full sets of accounts and yearly audit.
- Payroll submission.
- Monthly forecast, bank reconciliation & cashflow monitoring.
- Assist in monthly cost analysis with director.
- Other project admin task such as purchasing, BOM, project costing etc.
- Produced financial management reports as assigned within light deadlines.
- Customer invoicing for progress claim.
- Supplier payment & Receipts.
- VAT (value added tax UAE) updating & submission.
- Updated sample- maintained information in the management system ensuring high quality document flow.
- Assured compliance with project communication protocols and document control procedures.
- Ensured adhere of electronic document management system (EDMS) procedures in preparation, distribution & control of all documents/record.
- Coordinated with engineers & consultants for on time actions on all submittals and drawings.
- Interfaced with engineers & consultants for on time actions on all submittals and drawings.
- Review and verifies the project documents for completeness, format and compliance with contract requirements.

○ 2018 - 2022

Boulevard Marble I Abu Dhabi Shabia

Executive Secretary

- Responsible for supporting high-level executives and management or entire departments.
- Provide administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.
- Provide administrative and clerical support to departments or individuals.
- Schedule meetings and arrange conference rooms. Maintaining Data of HR & Admin Department.
- Manage travel and schedule. Handle information requests.
- Arrange for outgoing mail and packages to be picked up and prepare statistical reports.
- Preparing Quotations on Excel, Sage & Focus system Preparing project invoices & Progress reports.
- Handling Petty Cash & preparing Cheques.

Language

English

Urdu

Visa Status

FREE LANCE VISA

- VAT (value added Tax UAE) Updating & Report. Company Registration with Government Sector. Greet and receive visitor.
- Prepare confidential and sensitive documents. Coordinates office management activities.
- Plans events and volunteer activities & Maintain office procedures. Operate office equipment, such as photocopier machine and scanner. Relay directives, instructions and assignment to executives.
- Maintain hard copy and electronic filing system.

○ 2015 - 2022

Stonesense Marble & Granite LLC

Executive Assistant

- Preparing quotation on Excel, Zoho, Focus, Sage 50.
- Preparing project invoices & reports.
- Up keeping and updating of official documents, files and Technical submission.
- Handling for outgoing and incoming mail, fax & visitors.
- Managing & coordinate with vendors.
- Coordinating, Scheduling and conducting of training sessions and meetings.
- Maintaining data of HR & Admin Department.
- Handling Petty cash & Prepare cheques.

Reference

Will furnished upon request