

Humaira Yaqoob Arslan Malik
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SUMMARY

To work diligently in accordance with the true spirit of professionalism and dexterity based upon practical initiatives at the aim of bringing prestige to the organization. Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems.

WORK EXPERIENCE

14/12/2022-Current Accountant Al Wasel Mobile Phone TR Sharjah,UAE

- Managing income and expenditure accounts.
- Ensure timely, accurate month-end closing and financial reporting
- Support forecasting and budgeting exercise as per corporate guidelines

2019 till 2021 Accountant Piegon Telecommunication Private LTD
Rawalpindi,Pakistan

- Sending bills and invoice to clients.
- Tracking organization expenses
- Creating and processing invoices.

22nd Sep 2014 to 03rd Nov 2014 Internee Askari Bank Limited Rawalpindi,Pakistan

- Prepared and examined financial records.
- Assist customer with various financial transactions, developed communication skills with customers.
- Provided new services to prospective customers, result in increased awareness.

EDUCATION

2014	MSc Accountancy and Finance	The University of Lahore	Islamabad, Pakistan
2011	Bachelors of Commerce	University of the Punjab	Rawalpindi,
	Pakistan		

2009 Intermediate in Commerce
Pakistan
2007 Matriculation in Science
Pakistan

Rawal College of Commerce Rawalpindi,
Progressive Model School Rawalpindi,

RELEVANT SKILLS

- Record Keeping
- Accounting software skills
- Multi-tasking skills
- Time Management Skill

Languages: English, Urdu, Pushto

PROFESSIONAL CERTIFICATIONS

2015 Tally ERP 9 Course

STP Computer Education

2011 Diploma in Basic Computer Science

Pearl College Rawalpindi, Pakistan