



# MEHAK IRFAN

## Accounting & Administrative Professional

+971-568136365

mehakirfan1995@gmail.com

International city, Dubai

## EDUCATION

### BSCS

BS Computer science

**Woman University Peshawar  
Pakistan**

2014 – 2018

English communication diploma

**Riyada language School**

2013 – 2015

## LANGUAGE

• English

• Arabic

• Urdu

• Pashto

• Punjabi

• Hindi

### Objective:

**Motivated and detail-oriented professional seeking a position in accounting and administration where I can utilize my experience in financial record-keeping, front desk operations, and office support to contribute to a productive and efficient workplace.**

### Personal Summary:

**Dedicated and organized individual with over 4 years of combined experience in accounting and receptionist roles. Proficient in handling financial transactions, managing administrative tasks, and providing excellent front-desk support. Known for maintaining professionalism, accuracy, and clear communication in fast-paced environments. Fluent in English, Urdu, Hindi, Pashto and Arabic.**

## Experience

### Accountant

Shopify Delivery Services

2023 – 2025

Dubai

- Maintained accurate financial records including daily transactions, expenses, and revenues.
- Prepared invoices, processed payments, and reconciled bank statements.
- Monitored accounts receivable/payable and supported budgeting processes.
- Generated monthly financial reports and assisted in audit preparations.
- Collaborated with delivery and logistics teams to align financial and operational records.
- Supported payroll processing by compiling attendance and shift reports for finance review.

### Receptionist

RFZ Group of Companies

2021 – 2023

Dubai

- Greeted and assisted clients and visitors in a professional and courteous manner.
- Managed a multi-line phone system, answered inquiries, and directed calls efficiently.
- Scheduled meetings, maintained appointment calendars, and coordinated office logistics.
- Handled incoming and outgoing correspondence, including emails and mail.
- Maintained cleanliness and organization of the front desk and waiting area.
- Assisted HR and admin departments in document filing and basic data entry.
- Provided administrative support to office staff and management when required.

## Skills

- Accounting & Bookkeeping
- Financial Reporting
- Office & Front Desk Management
- Bank Reconciliation
- Payment & Invoice Processing
- Microsoft Office (Excel, Word)
- Data Entry & Documentation
- Administrative Support
- Problem Solving
- Customer Service Excellence
- Team Collaboration and Leadership
- Problem-Solving and Decision-Making
- Communication and Interpersonal Skills
- Time Management
- E-Commerce Management
- Computer Literacy (MS Office, Sales Software)