

EILYAH SULEMAN

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Eiliyah Suleman
304 Al Ketbi Building Mina
Road Near By Capital
Hotel, Dubai ,UAE

Dear HR

I would like to introduce myself to an available position in your organization. I am seeking a suitable employment opportunity in your Accounts Department that can provide me avenues for my continued professional development and career growth.

I am capable of applying myself to a wide range of responsibilities since I possess sufficient knowledge and experience in various areas of Accounts Department. I believe that the combination of my technical skills, achievements, and experience would make me a valuable addition to your organization.

I was working as a "Accounting Manager" at "Hookah Pipe For Plastic And Glass Industry FZC". In this company we are manufacturing Hookah accessories and seeling in all United Arab Emirates as well as we export in Saudi Arabia.

Finally, I am available at any time to discuss further your job requirements and qualifications. In this connection, please find attached my resume for your perusal.

Thank you for your precious time and consideration and looking forward to hearing from you.

Best regards,

EILYAH SULEMAN



EILYAH SULEMAN

Date of birth: 01/03/1998 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** 971 52 134 0761 (Mobile) | **Email add:** eiliyahroy01@gmail.com | **Instagram:**

https://instagram.com/eiliyah_suleman01?igshid=ZDdkNTZiNTM= |

Address: Al Bustan Near Ajman Free Zone, United Arab Emirates.

About me:

1. I am able to handle multiple tasks on a daily basis.
2. I use a creative approach to problem solve.
3. I am a dependable person who is great at time management.
4. I am always energetic and eager to learn new skills.
5. I have experience working as part of a team and individually.
6. I am hardworking and always the new ideas maker.

EDUCATION AND TRAINING

01/01/2002 – 01/01/2015 RISALPUR CANTT , Pakistan

SECONDARY EDUCATION SAINT JOSEPH HIGH SCHOOL RISALPUR CANTT

Address PAF ACADEMY, GATE #3 RISALPUR CANTT , RISALPUR CANTT

Pakistan

01/12/2015 – 01/12/2017 NOWSHERA KPK, Pakistan

DIPLOMA IN COMMERCE PAKISTAN DEGREE COLLEGE OF MANAGEMENT SCIENCES NOWSHERA

Address SHOBA BAZAR NOWHERA CANTT , NOWSHERA KPK, Pakistan

01/01/2019 – 01/01/2020 NOWSHERA KPK, Pakistan

DIPLOMA OF INFORMATION TECHNOLOGY (DIT) GOVERNMENT COLLEGE OF COMMERCE AND MANAGEMENT SCIENCES NOWSHERA

Address MANKI ROAD NOWSHERA CANTT, NOWSHERA KPK, Pakistan

01/01/2018 – 10/02/2022 MARDAN KPK, Pakistan

BACHELOR OF STUDIES IN COMMERCE ABDUL WALI KHAN UNIVERSITY MARDAN

Address MANKI ROAD NOWSHERA CANTT, NOWSHERA KPK, Pakistan–

Website <https://awkum.edu.pk/>

WORK EXPERIENCE

CANCELLATION Ajman Free Zone, United Arab Emirates

ACCOUNTING MANAGER - HOOKAH PIPE FOR PLASTC AND GLASS INDUSTRY FZC

- Preparing monthly and annual accounts
- Corporate document maintenance.
- Projecting cost calculations.
- Liaising with auditors.
- Preparing reports on accounts and transactions.
- Processing Payrolls and employee expenses.
- Using digital systems to keep records and create payments.

01/03/2022 – 30/04/2023 ISLAMABAD, Pakistan

CORPORATE MANAGER TAXOCRATE PRIVATE LIMITED

- As a Corporate Manager, also known as customer success management, I focused on building relationships with corporate clients to ensure that their business needs are met, they are satisfied with the services provided by my company and any challenges are overcome. As well as maintaining relationships with existing clients and

working within the boundaries of what is already offered by the employer, as a corporate manager, I'm involved in developing business opportunities and making new ideas for business development. This involves the Federal Board of Revenue and Security Exchange Commission of Pakistan and researching, monitoring, and analyzing a new business trend.

01/01/2021 – 01/08/2021 NOWSHERA , Pakistan

BRAND AMBASSADOR PAKISTAN TUBACCO COMPANY (PTC)

Establishing and maintaining relationships with vendors and merchants that sell the company's products or services
Working with the company's marketing department to learn and implement the company's marketing strategy at events.

Understanding the company's vision, mission, goals, products, and services to represent the brand's voice and personality at various events

Posting about a service or product on various social media platforms, chat groups, and message boards to drive brand awareness and attract new customers. Posting videos and reviews about the company's product or service and inviting friends to events via social networking sites. Sharing ideas with supervisors about new ways to promote the brand

Tracking media campaigns, metrics, and customer preferences. Monitoring feedback from customers and escalating complaints to the company's marketing department Measuring the conversion rates and other metrics for ongoing campaigns and making adjustments as necessary.

05/09/2021 – 10/05/2022 Rawalpindi , Pakistan

JUNIOR ACCOUNTANT PHOTOHAR EVANGELICAL OUTRICH FELLOWSHIP MINISTRY

As a junior accountant, my duties include posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.

RESPONSIBILITIES

Post and process journal entries to ensure all business transactions are recorded Update accounts receivable and issue invoices

Update accounts payable and perform reconciliations

Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines

Assist with reviewing expenses, payroll records, etc. as assigned

Update financial data in data bases to ensure that information will be accurate and immediately available when needed

Prepare and submit weekly/monthly reports

Assist senior accountants in the preparation of monthly/yearly closings Assist with other accounting projects.

LANGUAGE SKILLS

Mother tongue(s): **URDU | PANJABI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH A1		A1	A1	A1	A1
PASHTO A1		A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

- Microsoft Office: Proficient user of word, Excel and Power Point.
- Access Accounting software.
- Good Listener and Communicator.
- Team work oriented.
- Search Engine Optimizer.
- Graphic designer.
- Digital content writer.
- EPR Software.
- Supply Chain Management