



## PROFILE

Excellent Accounting Skills with experience in various Accounting Softwares. Deal with high level workloads within strict deadlines. Now i am looking to start a new challenging position to meet my competencies, capabilities, experience and skills.

### Professional Title

# W A J A H A T   Z I A

#### CONTACT

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#### EXPERTISE

MS WORD   
MS EXCEL   
MS OUTLOOK   
MS POWERPOINT   
ACCOUNTING SOFTWARES

#### EDUCATION

P.E.C.H.S Govt. Science College  
Intermediate 2005-2008

Metropolis Academy  
Matriculation 2004-2005

**Track-Orbit Private Limited**  
*Manager Corporate Communications*

20-Oct-22 – 31-Aug-23

Responsible for all vehicle tracker installations, monitoring, activities, queries.  
Responsible for coordination with Bank regarding new vehicles intimations.  
To maintain Accounts Receivable, Accounts Payable, Bank Reconciliation, Company petty cash, billing of data sims, inventory and various Reports as required by C.O.O.

**Indemnifier Private Limited**  
*Assistant Manager Operations*

10-Jun-22 – 19-Oct-23

Responsible for coordination with Bank, Insurance Companies and Vehicle Tracking companies regarding Vehicle Insurance, Tracker Installations and their queries.  
To manage Accounts Receivable (Fresh/Renewal) approx 45 Million to 50 Million monthly and to settle customer claims with Insurance companies and various reports as required by C.O.O.

**Al-Shaymaa Private Limited**  
*Senior Executive Finance*

21-Oct-14 – 08-Jun-22

To maintain Accounts Receivable, Accounts Payable, monthly Invoicing, Customer Payments Analysis, Bank Reconciliation, Company Petty Cash, Computerized books of Accounts, Staff Payroll and disbursement and various Reports as required by C.F.O.

**Travel Center Private Limited**  
*Accounts Officer*

20-Feb-14 – 16-Oct-14

To maintain all ticketing invoicing, Accounts Receivable, Accounts Payable, Bank Reconciliation, Company Petty Cash, Computerized books of Accounts, Staff Payroll and disbursement and various reports as required by C.E.O.

**Al-Shaymaa Private Limited**  
*Accounts Assistant*

01-Mar-12 – 19-Feb-14

To maintain all invoicing, Accounts Receivable, Accounts Payable, Bank Reconciliation, Company Petty Cash, Computerized books of Accounts, Staff Payroll and disbursement and various reports as required by C.F.O.