**SHARIFA NAZIR**

**Summary**

Experienced Accounts Administrator with a proven track record in accounts receivable management and financial reporting. Demonstrated expertise in payment processing and advanced proficiency in Microsoft Excel, contributing to efficient financial operations at THE VICTORY HOTEL and OASIS in Srinagar, India. Committed to leveraging skills to enhance organizational financial performance and seeking opportunities for professional growth within the accounting sector.

**Experience**

**Accounts Assistant**, 04/2015 - 05/2018

**OASIS SCHOOL -**Srinagar**,**INDIA Jammu and Kashmir

**Accounts Administrator**, 06/2018 - 06/2024

**THE VICTORY HOTEL -** Srinagar**,** INDIA Jammu and Kashmir

**Education**

Bachelor of Arts, ARTS, 2010

**University of Kashmir,** Srinagar - Dargah

**Languages**

**Urdu, Kashmiri, English:**

**Contact**

**Address:**DUBAI, UAE

**Phone:**+971545696648

**Email:**[nazirsharifa9@gmail.com](mailto:nazirsharifa9@gmail.com)

**SkillsR**

**ename**

* Accounts receivable management
* Payment processing
* Microsoft Excel
* Financial reporting
* Data entry
* Bank reconciliations
* Customer relationship management
* Time management
* Team collaboration
* Invoice generation
* Knowledge of accounting software
* Invoice matching
* Cash book maintenance
* Basic tax knowledge
* Account reconciliation
* Month-end documentation
* Accounts payable, receivable, general ledger accounting
* Bookkeeping operations
* Ledger maintenance
* Double-entry bookkeeping
* Bank account management
* Sales ledger maintenance
* General ledger reconciliation
* Purchase order management
* Purchase order coordination