

# AMNA SHEHZADI



## ABOUT ME

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To be a part of a progressive Organization which provide me opportunities to implement and enhance my abilities as part of the organization. My goal is to contribute for the company's growth by implementing my skills and knowledge. I am a team player with a strong desire to apply my skills and experiences to a position that will add value and growth to my employer. I am committed to excellence and eager to learn new skills.

## CONTACTS

**Phone Number:**

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**Email:**

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**Address:**

Hor Al Anz , United Arab Emirates,

## LINKS

**Amna Shehzadi:**

<https://www.linkedin.com/in/amna-shehzadi-986a07176>

[na-shehzadi-986a07176](https://www.linkedin.com/in/amna-shehzadi-986a07176)

## SKILLS

MS Office

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Outlook Usage

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Payroll

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Management

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## WORK EXPERIENCE

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### Administrator

**Alliance Food LLC / Dubai / Feb 2019 - Dec 2021**

- Routed agreements, contracts and invoices through signature process.
- Helped senior clerical staff complete daily workloads.
- Managed incoming and outgoing calls.
- Processed financial documents including contracts, expense reports and invoices.
- Cash receiving and updating in system.
- Customer services (walking as well as online)
- Creation of GRS/GRN in the System.
- Handling outbound operational documents E.g. LPO, local stock purchases, invoice purchase and sales invoices.
- Posting purchase and sale invoices.
- Preparing the order entry documents for electrical scanning which includes adding order numbers, dates and separation sheets.
- Assisted customer regarding the status of sales order and tracking information.

### Assistant Accounts

**Finextex bedding company pvt Ltd / Faisalabad / Feb 2016 - Apr 2017**

- Prepare Monthly reports and provide to the manager.
- Maintained integrity of general ledger, including the chart of accounts.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Suggested budgetary changes to increase company profits.
- Filed tax returns and prepared governmental reports in compliance with strict standards
- Maintain daily bookkeeping and file maintenance for their clients
- . Controlling, verifying and generating invoices for suppliers.
- Prepare accounts payable cheques

Teamwork



communication skills



Bookkeeping



Fast learner & hardworking



Ability to handle volume of Entries



customer services



## LANGUAGES

English



Urdu



Hindi



Punjabi



## PERSONAL DETAILS

**Date of birth**

09-10-1992

**Nationality**

Pakistani

**Visa status**

Sponsor

**Marital status**

Married

- Monitored accounts payable and receivable statuses, keeping financial records regularly up to date.

## EDUCATION

**Master's Degree (M.com)**

Faisalabad, Pakistan & University of Agriculture

2017

**Bachelor (B.com)**

Lahore, Pakistan & University of Punjab  
2014

**Undergraduate**

Faisalabad, Pakistan & BISE 2012

## COURSE

MS Office

Experts Training Solution / Jan 2014 - Dec 2014

## INTERNSHIPS

Internship

MCB / Faisalabad, Pakistan / Mar 2017 - May 2017

Forward the Cheques to the Relevant Branches/Department through Mail Room, with a proper acknowledgement. Check all technical issues related to clearing cheques, before processing for the clearing. Give confirmation call to the customer before send the cheques in clearing process

Internship

Bank of Khyber / Faisalabad / Sep 2015 - Nov 2015

Open a new bank account for the customers and companies. Provide daily reports to Branch Manager. Keep a record of customer's account balance as per the transaction. Analyzed monthly balance sheet accounts for corporate reporting.