



# AYESHA ABBAS

## JUNIOR ACCOUNTANT

### CONTACT

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aisha.abbas378@gmail.com

Sharjah Industrial 1



### EDUCATION

2018 - 2022

UNIVERSITY OF GUJRAT

- BACHELOR'S IN BUSINESSES ADMINISTRATION
- GPA: 3.57 / 4.0

2016 - 2018

NISA COLLEGE FOR GIR8

- Fsc Pre Medical

### SKILLS

- Project Management
- Public Relations
- BASIC JIRA
- BASIC ASANA
- QUICK BOOKS
- WPS OFFICE
- ERP NEXT

### LANGUAGES

- English (Fluent)
- Hindi (Fluent)

### PROFILE

Looking forward to an challenging organization to developing my Career and challenging position to learn and achieve my life goals i can utilize my skills to achieve my assign job to succeed in an environment where i can grow and sharpening my self development in my career i am regularly and punctually.

Dealing with new difficulties by very politely and is good for build own career stages with cool and calm attitude

### WORK EXPERIENCE

GOLD DRAGON

2023 MARCH TO 2023 DECEMBER

ACCOUNTANT (UAE) SHARJAH

- Prepare and analyze financial statements including balance sheets
- Manage accounts payable and receivables functions insure timely
- Assisted in the preparation of the annual budget and financial
- Assist in renewal of employees certification
- Assist and reviewing of expense and payroll management
- Assistance in resolving in accounting discrepancies

ISLAMIC BANK ALFALAH

2022 JANUARY to 2023 MARCH

PUBLIC RELATIONSHIP MANAGER

- Maintained and deep knowledge of products and services
- Build and maintain strong relationship with customers
- Researching and pursuing new business opportunities
- Up selling and cross selling products service consolation
- Meeting sales monthly target achievement
- Ensure client s

### REFERENCE

Will be provided on demand