

Misba Sayed

A highly analytical and detail-oriented Commerce Graduate seeking a challenging position as an Assistant Accountant, where my strong numerical, organizational and communication skills will be utilized to handle data entry, receptionist and assistant accountants tasks effectively.

Tourist Club Area, Hamdan Street ,
Abu Dhabi , UAE.
(+971)566227935
ms.cjob00@gmail.com
Resident visa

EXPERIENCE

HERITAGE OASIS, Abu Dhabi — *Assistant Accountant*

MAY 2023 - PRESENT

Data entry of sales, and payments into the computer system

Verify the accuracy and completeness of the data entered

Prepare and submit reports on data entered timely

Maintain hard copy records of data entered

Filing of recorded data

Maintained petty cash expenses

Recorded stock outward and inward

EDUCATION

Rosary College Of Commerce And Arts , Goa, India— *BCOM*

June 2018 - July 2021

Bachelor of Commerce, Honors In Financial Accounting And Taxation

SKILLS

Proficient in MS Office (Word, Excel, PowerPoint)

Excellent verbal and written communication skills

Strong numerical and organizational skills

Attention to detail and accuracy
Ability to handle multiple tasks and meet deadlines

Knowledge of accounting principles and concepts

Preparing final accounts

ACHIEVEMENTS

Certificate course in Accounting Software from Vedysis, 2022

Certificate course in advance excel from Vedysis, 2022

Certificate of merit in Business Studies from Jawaharlal Nehru Higher Secondary School, 2016

LANGUAGES

English, Urdu, Hindi, Basic Arabic .

