

# MISBA SAYED

ASSISTANT ACCOUNTANT



## CONTACTS

0566227935



ms.cjob00@gmail.com



Al Salama Pharmacy Building,  
Room 402, Tourist Club Area,  
Hamdan Street, Abu Dhabi, UAE,  
Abu Dhabi, United Arab Emirates



## SKILLS

Attention to detail and accuracy

MS Office (Word, Excel, PowerPoint)

Excellent verbal and written communication skills

Strong numerical and organizational skills

Ability to handle multiple tasks and meet deadlines

Knowledge of accounting principles and concepts

Preparing final accounts

## LANGUAGES

English

Hindi

## PERSONAL DETAILS

Date of birth  
15 Mar 2000

Visa status  
Resident

## ABOUT ME

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

## WORK EXPERIENCE

Data Entry Operator, Heritage Oasis, Sheikh Zayed Grand Mosque And Meena Shopping Centre, Abu Dhabi  
May 2023 – March 2024

- 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 outward and inward
- Handling cash counter

## EDUCATION

Bachelor of Commerce, Honours In Financial Accounting (B.Com Hons), Rosary College Of Commerce And Arts, Navelim, Goa, Goa  
2021

## HOBBIES

Studying about islamic finance, Solving puzzles and brain-teasers, Memorising Al Quraan

## COURSES

Certificate course in Accounting Software, Vedysis

Certificate course in advance excel, Vedysis

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