

PROFESSIONAL RESUME

Tayyaba Ahsan

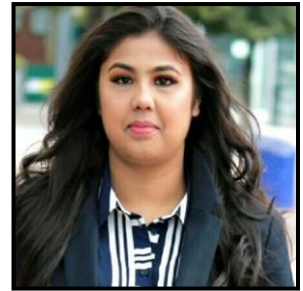
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Residence: Dubai

Visa Status: Visit Visa



- Experienced Financial Assistant who can handle a variety of corporate financial tasks with efficiency and accuracy. Adept at analyzing complex spreadsheets developing effective financial reports and utilizing a corporate database for research. Specializes in budgeting information and researching expenses.

Education

Degree	Year	Institute	Division
Diploma in IFRS/IAS	2019	ICMAP	In Process
MSc (Accounts & Finance)	2017	University of Northampton UK:	Obtained Level 7
HND (Diploma in Business Studies)	2014	Cranford College	Obtained Level 5
CMA (Management Accounting)	2012	ICMAP	Stage 1 & 2
B.com	2009	University of Karachi	2nd

Work Experiences

DIGISOL (PVT) LIMITED, as ACCOUNTANT: Jan 2019 – Feb 2020

- Preparing accounts and tax returns.
- Assisted in developing milestone reports on a variety of financial subjects that were presented at management meetings.
- Responsible for gathering all time sheets and checking them for accuracy before submitting them to payroll.
- Assisted in maintaining the financial database and pulling out information as needed.
- Regularly called on to do database mining for payroll data and create reports for management.
- Responsible for generating weekly expense spending report for management.
- Assisted in collecting and logging employee expense reports.
- Administering payrolls and controlling income & expenditure.
- Attending meetings with clients to build relationships with existing accounts.
- Working closely with account managers and sales consultants.
- Managing colleagues, workload and deadlines.
- Providing support to the accounts department.
- Performing basic office tasks, such as filing, data entry, answering phone calls and processing emails.
- Processing transactions, issuing cheques and updating ledgers & budgets.

Highlights:

- Actively maintaining and track all records.

Naseem Apparels, (BE BELLE) as ACCOUNT EXECUTIVE January 2018-December 2018

- Prepare payments & receipt vouchers - Release payments through Online Banking
- Post accounting records and Bills on daily basis.
- Post month end closing entries (Prepayments – Accruals – Depreciation ...etc.).
- Analysing Fabric color, quality, printing etc.
- Assist in forecasting and budget preparation.
- Analyze transactions and develop periodic reports for management.
- Maintain accounting records in QuickBooks Online on daily basis.
- Reconcile Supplier & Customer Accounts (B2B/ B2C) on periodic basis and adjust related entries.

Strichley Bacon Company, UK as ACCOUNT ASSISTANT April 2016 – Sep 2017

- Handle the invoicing matters of the department; creates purchase orders; arrange for vetting, approval, payment and receipt of all invoices.
- Take care of the purchase, maintenance and replacement of office supplies and equipment.
- Assist in preparation of financial reports and analysis to ensure that timely and accurate information is provided to management.
- Receive and verify invoices and relevant supporting then enter all invoices into the accounting system with correct account code & department code to ensure that expenses are booked properly and that finance policies are followed.
- Ensure that suppliers apply the payments to the correct invoices to ensure that there are no reconciliation issues later on.
- Follow up on tasks and provide updates to management.

Highlights:

- During a short span of time successfully manage the work.

Standard Chartered Bank, as Customer Relationship Officer: Jun 2012 – Sep 2012

- Serve as one-point telephonic contact to customers on banking solutions.
- Advise bank customers on financial investments.
- Handle customers professionally.
- Learn about banking products to respond to related customer queries.

Highlights:

- During the short span of time successfully dealt customer queries.

Professional Skills

- Good written and verbal communication skills can make presentations and persuade others towards a point of view.
- Ability to meet deadlines and work independently.
- Team player with excellent interpersonal skills, people management skills and good leadership skills developed through group projects and research as well as through my work and leisure activities.
- Hands-on Experience in QuickBooks Online.
- Self-confident, able to accept challenges & respond well to people & pressure.
- Time management.
- Self-motivation.

Soft Skills

- Time Management.
- Effective Communication.
- Pressure Handling.
- Team Player.
- Analytical and problem solving skills.

References will be furnished on request.

