



Position: **Admin & Accounts Officer | Office Administrator**

Experience: **6 Years**

Educational Qualifications: **Masters (Banking & Finance)**

Mobile: **056-2766532**

Current Location & Visa Status: **Dubai/ Cancelled Visa**

Email: ummey.habi1990@gmail.com

Summary of Career

- Adaptable and Efficiency-Orientated **Accounts cum Admin Officer** with **over 06 years** of combined experience in Different industries (**Construction, Business, Marketing & Telecommunication**).
- **Familiarity** with **Accounts Software's, Tally ERP, ERP System**.
- Experience in **Budgeting, Data Analysis, Account Receivable**, Management with Cash Flow Management.
- Performed numerous administrative tasks as necessary
- Work with the HR department to facilitate recruitment drives.
- Managing **Accounts Payable, Inventory Control**, Report Management & Reconciliation of Accounts.
- Handling all the cash & bank transactions and accounting of the same.
- Proficient in MS Office Suite – Word, Excel and PowerPoint, Tally, ERP System.
- Familiarity with Office Equipment, Telephones, Copy Machines, and Fax Machines

Major Roles in Various Organizations

- Accounts & Admin Officer in **Larsen and Toubro, UAE.** December 2017 to April 2021
- Operations Coordinator in **TMQ LLC, UAE.** October 2014 to November 2017

Employment Records

Larsen And Toubro : **Sharjah, UAE.**
Job position : **Accounts and Admin Officer**
Year : **December 2017 – April 2021**



Responsibilities:

- Handling all the cash & bank transactions and accounting of the same.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Prepare and process electronic transfers and payments& monitor accounts to ensure payments are up to date.
- Prepare monthly BRS& produce monthly, quarterly and annual reports to the management.
- Verify and update vendor bank details in the system.
- Work with the HR department to facilitate recruitment drives.
- Performed numerous administrative tasks as necessary, including scheduling meetings and travel, working with external vendors, interacting with visitors, and answering phone calls and emails from customers.
- Evaluate current operations to identify and implement process improvements.
- Business & Financial Operations dealing with sales teams.

TMQ LLC : **Dubai, UAE.**
Job position : **Operations Coordinator**
Year : **October 2014 – November 2017**

Responsibilities:

- Oversee and administers the day-to-day activities of the office.
- Maintaining files and records with effective filing systems
- Supporting other teams with various administrative tasks
- To prepare monthly sales reports and staff salaries accordingly.
- Coordinate by managing schedules, filing important documents, and communicating relevant information
- Making a quality check for documents submitted as per the requirements of “Etisalat”
- Record sales and order information and report the same to the sales and Tele Sales department
- Handle customers visiting the branch at the front desk and provide them assistance according to their problems.

Educational Qualifications

MSc in Banking & Finance –International Islamic University Islamabad, Pakistan. 2013

Personal Details

- Date of Birth : 24th March 1989
- Nationality : Pakistani
- Language Known : English, Urdu, Hindi.