

Zariya Begum



Contact

Address:
Dubai, UAE.

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Email:
zariabegum22@gmail.com

Languages

English
Hindi
Urdu

Interest & Hobbies

Reading
Browsing
Travelling

Professional Summary

A Talent driven individual who is focused on performance as well as result, and who possesses a highly organized approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your organization, I am enthusiastic to work as a key player in a challenging & inventive environment.

Education

B.Com (Bachelor of Commerce)
Saanvi Degree College

Higher Secondary Certificate
Royal Embassy Junior College

SSC (Secondary School Certificate)
Royal Embassy High School

Work Experience

❖ AGS Health Private Limited

January 2021 – November 2021

Admin Cum Accounting Assistant

Responsibilities:

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals
- Verifying documents and associated records to catch and resolve discrepancies.
- Recording and filing petty cash transactions & processing expense requests for the accountant to approve.
- Process reimbursement forms
- Prepare bank deposits
- Communicated corporate objectives across all division through regular correspondence and schedule follow-up
- Oversaw the office inventory activities including ordering and requests
- Created boardroom for multimedia presentation
- Drafted meeting agendas and executed follow-up for meetings and team conferences

Skills

Microsoft Office	Positive Approach
Incline to learn new things	Quick learner
Communication Skills	Multitasking
Time Management	Self-motivated

Personal Details:

Date of birth : 22nd July, 2000
Fathers Name : Syed Amir Ahmed
Gender : Female
Nationality : Indian
Marital Status : Single
Visa Status : Visit Visa
Visa Expiry : 17th March,2022

References

References available on request