



ACCOUNTS / ADMIN / HR ASSISTANT CAREER OBJECTIVE

To work in a professional environment where I can execute and develop relevant knowledge, skills and experience to get maximum exposure in the profession and to maintain higher level of productivity to achieve the objectives, to personal and organizational goal by affirming gradually good position.

Profile Highlights:

- Cash management :(Bank Accounts, Cash Receipt Journals, Payment Journals, Vendors, General Journal Chart of Accounts, Sales Statement)
- Can handle accounting software like Quick Book & Peachtree, etc.
- Suits for team work environment
- Interest in taking challenging responsibilities.

Software Skills:

- Quick Book (Accounting Software)
- Peachtree Complete Accounting by sage.
- MS- Office, Microsoft Word, Online Goggle sheet, Drop box, Internet, Email.

Work Profile:

**Ghaseelco Building Cleaning .Abu Dhabi, UAE
2015 to November 2018**

Nature of Organization-Cleaning & Maintenance

**Cosmopole Group FZ LLC .Abu Dhabi, UAE
2018 Dec to May 2021**

Nature of business: Marketing and Communication

Accounts and Finance:

- Entering financial information into appropriate software programs
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Review of cash & Bank Reconciliation processed by end of each month
- Completing financial reports on a regular basis and providing information to the finance team
- Managing company ledgers, posting daily receipt
- Coordinating internal and external audits
- Verifying balances in account books and rectifying discrepancies
- Recording office expenditures and ensuring these expenses are within the set budget
- Assisting the finance department and senior accounting staff members with

- Various tasks, including preparing budgets, records, and statements
- Preparation of cash flow on weekly, monthly, & yearly budgets as per management requirements (Manual P&L sheet).
 - Prepared excel formats which is segregates all expenses to their respective clients & Job ID . This helps to process reimbursement Invoices for clients
 - Reporting on debtors and creditors
 - Handling accruals and prepayments
 - Managing monthly budgeting tasks
 - Preparing Vat report for quarterly filing

HR & Administrative

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or annual leave)

- Prepare HR documents, like employment contracts and new hire guides
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Calculating overtime and preparing Allowance reports
- Keep tracking of Google timesheet And Preparing Timesheet Report [Employee work tracker]
- Drafted employment contract, offer letter etc.
- Processing joining formalities for new employees.
- Control over Labor & visa process and Expiry.
- Issuing pay slip (EOS), salary certificates, Bank letters etc., Preparing Clients Agreements., for Clients and employee on requirements.
- Maintain of bills payments for Telephone, Water & Electricity.
- Follow-up renewal process on expiry dates for Trade License, Labor contract License, and office rental agreements etc.
- Schedule and coordinate meetings, appointments and travel arrangements for managers and for employees
- Answer calls and emails from customers regarding their inquiries.
- Assists other departments as needed and complete special projects.
- Arranging cleaning, Drinking water, Security services
- Ensure office is always stocked with stationary and other equipment required
- Preparation Petty cash request, LPO & Advance Request for demands department.
- Price Checking with various companies & Obtaining Quotations
- Checking Quality of the product & Stock availability with suppliers
- In charge for Office Furniture, Equipment & Vehicles
- Maintain electronic and hard copy filing system, arranging mobile and network connection
- Resolve administrative problems and inquiries and prepare and modify documents including correspondence, reports, drafts, memos and emails
- Coordinate HR projects/Government or Semi Government Tender (meetings, training, surveys, Data entry etc.) and take minutes

COMPETENCIES:

Team player, Customer Friendly, Organized, Independent, Quick grasping & adapting to new concepts with good analytical and communication skills, Self-motivated and go-getter.

PERSONAL DETAILS:

Gender : Female
 Marital status: Married
 Nationality : Indian
 Passport no : P7072849
 Visa type : Family Sponsor
 Languages : English, Hindi, Kannada, Malayalam and Minimum Arabic
 Academic Qualification: B.B.M (Degree), Secondary Education, Primary Education

DECLARATION:-

I hereby declare that all the above mentioned information's are true to the best of my knowledge.

Fouziya Vaseem

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URGENT