

Heena Panjwani

As a highly motivated and enthusiastic team player ,my primary objective is to work for a company that provides the learning opportunities through which i can excel my career path with adding true value to the organization and their customers.



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EDUCATION

Bachelor of Commerce

National college of commerce

07/2013 - 01/2016

Ahmedabad, India

SKILLS

Communication

Computer

Customer service

Problem-solving

Active listening

WORK EXPERIENCE

Amazon Orders Delivery Services

FINANCE ASSISTANT

07/2020 - Present

UAE

Achievements/Tasks

- Assisting in the preparation of budgets.Managing records and receipts.Reconciling daily,monthly and yearly transactions. Preparing balance sheets. Processing invoices Developing an in depth knowledge of organisational products and process. Providing Customer service to clients.

HR COORDINATOR

Rayna Tourism

03/2019 - 12/2020

UAE

Achievements/Tasks

- Assist with all internal and external HR related inquiries or requests. Maintain both hard and digital copies of employees records. Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts. Salary benchmarking.

Accounts Assistant

Al Safeer Group Of Companies

02/2016 - 03/2019

UAE

Achievements/Tasks

- Monitoring daily communications and answering any queries. Preparing statutory accounts. Ensuring payments, amounts and records are correct. Recording and filing cash transactions. Assist Accountants and other financial professionals with creating and editing financial documents. Organize the bookkeeping processes of the company.

Secretary

Al Safeer Group of companies

02/2016 - 03/2019

UAE

Achievements/Tasks

- Answering calls, taking messages and handling correspondence. Maintaining diaries and arranging appointments. Typing, preparing and collating reports. Filing. Organizing and servicing meetings (producing agendas and taking minutes), Managing databases, Prioritizing workload.

LANGUAGES

English

Full Professional Proficiency

Gujrati

Full Professional Proficiency

Hindi

Full Professional Proficiency

Sindhi

Full Professional Proficiency