

SADIA PERVEEN

Model Colony Karachi

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To be a part of a dynamic and reputable organization that provides challenging work, to groom up myself and to gain experience. It is my ambition to further my proficiency in the Account Assistant and Administrative work by assuming a position of higher responsibility

EXPERIENCE

AUG 2017 – DEC 2019

MARKETING COORDINATOR, PINNAKAL BUSINESS CONSULTING – DUBAI

Support the marketing department by scheduling and organizing the creation of website content Work with marketing team to coordinator day-to-to activities that lead to the completion of projects and tasks.

Tracks sales and feedback and adjusts marketing strategies as necessary.

Managed social media sites and increased the number of fans, followers and sales.

FEB 2011 – JAN 2016

ACCOUNT ASSISTANT, ADAMJEE INSURANCE CO – DUBAI

Preparing of payments for Agencies, Garages, Cash Loss, Commission, Office Expenses, and medical Claims after completing due diligence by checking claims files and the underlying records.

Preparing daily payments summaries.

Preparing petty cash vouchers.

Receiving cash from customers and placing in the safe deposit after reconciling with receipt summary

Preparing customer cash receipts and issue voucher

Preparing and posting bank receipts, bank payment vouchers and journal vouchers

DEC 2009 – SEP 2010

ACCOUNTANT, EYE ZOOM OPTICAL LLC – DUBAI

Maintaining accounts and database and daily billings in order and up to date

Premared invoices, expense reports, and payment memos

Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.

Correspondence with the customers

JUL -2003 – NOV-2008

ECEXUTIVE SECRETARY, KALSOFT PVT LTD – KARACHI

Administration and Monitoring work regarding Human Resource. Hands-on experience of working with HRMS Software and reporting tool

Correspondence (Traveling Issues handling all sort of Public dealing), scheduling.

Maintaining Employee relations

Filling and arrangement of all legal and other important Documents

Maintaining Incoming and Outgoing mails

Perform a variety of routine typing assignments as appropriate to the position; Operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.

Schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.

EDUCATION

BACHELORS OF COMMERCE

CERTIFICATE COURSE

Civil Aviation Ticketing and Reservations

Hotel Management Diploma (PITHAM) Front Desk Course

SKILLS

Soft skills: Communication, critical thinking, attention to detail, multi-tasking, organization.

Hard skills: Financial statements, account analysis, QuickBooks, MS Excel, accounting terminology, mathematics,

PERSONAL INFORMATION

Date of birth: 10th May 1980

Marital Status: Married