

Aysha Khasib

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KEY SKILLS

- Intelligent and presentable individual, with an out-going likable personality and an ability to work effectively as part of a team as well on own initiative.
- Possess a fresh, modern approach to the IT industry, and employ creative and enthusiastic methods to problem solving.
- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.

EDUCATION

Bachelor's Degree in Computer Science, Al-Quds University, West Bank, **Palestine** **2014**

WORK EXPERIENCE

Accountant, SCHOOL OF RESEARCH SCIENCE

Jan 2017 — Until now

- Monitor income and expenditure in relation to the school's trips ,camp, activities and produce reports for the Director.
- Keep all school accounts and prepare income and expenditure reports in accordance financial regulations and shall prepare accounts for submission to the school's auditors.
- I am responsible for all elements of cash handling including collections and disbursements, banking fundraising for activities school trips and camps.
- I am responsible for all activities, camps prices for school.
- Prepare all the payments for companies that we are deal with and make sure the payment of all.
- Make the invoices and statements of account for students who participate us in activities using our account system.
- Carry out and keep analyses of costs and other statistical information for activities for each term of school.
- Co-ordinate and maintain a list of activities and suppliers (companies) to ensure best value of each activity.
- Manage, negotiate and monitor all contracts and relationships with external activities suppliers.
- Advice the Directors as required for cost and the profit percentage for school.

Junior Manager, Amin Furniture

Sep 2015 — June 2016

- Dealing with correspondence, complaints and queries.
- Coordinating the arrangement of the furniture
- Follow-up ads and posters competitions of the company.
- Monitoring the affairs of staff.
- Follow-up exhibition.
- Communicate with suppliers inside and outside the country.
- Exhibition coordination which the company participated in inside and outside the country. Represent the company inside and outside.
- Handling staff recruitment and conduct the first interviews
- Organising induction programmes for new employees.

- Meeting and greeting clients and visitors.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers. Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Assisting the Accounts and Tax manager in a variety of business roles.
- Reconciling petty cash.
- Arranging checks on contracts and liaising with clients over results.
- Salary entry and reconciliation.
- Assisting internal/external auditors with queries.
- Chasing outstanding customer accounts.
- Assisting with sales / purchase ledger duties, cash books and payroll.
- Communicating clearly and effectively with the accounts team.
- Assisting in the preparation of year end accounts for clients.

- Diary Management
- Faxing, printing, photocopying, filing and scanning.
- Maintain webpages for the business
- Managing the petty cash.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Raising of purchase orders and invoice tracking.
- Providing office administrative support to the Manager
- Provided other ad-hoc duties as and when required

QUALIFICATIONS

Professional Development Training , Arab AmeriCare Foundation	Feb 2016 — Feb 2016
Health Information Systems , HundW Consult MENA	Nov 2014 — Feb 2015
DataBase and Business Intelligence , Iconnect Tech	Jan 2014 — April 2014
DataBase Administration , Universal Technical Institute	Feb 2013 — Jun 2013
Network , Call U Internet Services	Jul 2013 — Aug 2013
Entrepreneurship and Business Plan Development , AL_Quds University	Jun 2012 – Sep 2012
Data Entry , AL_Quds University	Sep 2011 — Des 2011

LANGUAGES

Arabic: Mother tongue

English: Good (Reading, Writing, Speaking)

PERSONAL DETAILS

Nationality: Jordanian
Date of Birth: Feb.6.1992
Visa Status: Husband Sponsorship

REFERENCES

References available upon request.

