

AMBREEN ZAFAR

Email: amreen.mughal06@gmail.com

Phone No: (971) 56 6671714 - (971) 50 2088006

Visa status: Employment Visa

Sharjah, UAE.



EXECUTIVE PROFILE

- I've 8 years of experience in Accounts & Administrative Assistant of diversified portfolio.
- Trained and skilled in Tally, Peachtree, Quick Books and MS Office.
- Well Experienced in Retail, Manufacturing, Construction, Trading, Health Services, Textile and Banking Sector.

AREAS OF EXPERTISE

- Book Keeping
- ERP Specialist
- Project Management
- Accounts Payable
- Operations and Management
- Customer and Vendor Support
- Social Media and Tele-Marketing

PROFESSIONAL EXPERIENCE

Al Andhima Al Mutaqadema Tech. – Sharjah

Feb 2020 – October 2020

Accountant

- Ensure all transactions and balances recorded in **Receivable**, **Payable** and **Staff** balances are completed and accurate.
- Perform day to day accounting activities like GL maintenance, fixed assets, Bank Reconciliation
- Perform reconciliation and aging analysis on timely basis.
- Petty Cash Management.
- Vendor Support in Payment processing and day-to-day assistance.

Alliance Insurance PSC, Dubai

May 2018 – Dec 2019

Operations cum Client Management Service (Life Division)

- Assisted underwriter in underwriting for all the insurance applications for both term and permanent products
- Planning and maintaining daily task log. ,(walk-in, online and via calls)
- Ascertained that all file documentation complies with underwriting and authority level standards.
- Dynamic working knowledge of Products, Accounts, Ecolab representatives, tools and dispensing systems to assist customers.
- Process orders literatures requests and applies information to our customers
- Develop technical and mechanical proficiency assist customers and field staff with dispenser system issues
- Timeliness, accuracy and presentation quality of data entry and documentation
- Comply with all legal and regulatory requirements to ensure obligations are met
- Prepare documents to ensure that appropriate records are established, and accuracy of records is maintained
- Responsible for supporting the department for applications process and reporting the transaction summary to higher management
- Maintaining effective liaison with clients and prospective customers in order to promote the company's business.

Administrative Account & Assistant

- Responsible for creating suppliers accounts & updating their details on system
- Invoice processing including matching, coding and linking it to the POs Dealing with payments, matching it to outstanding invoices
- Generating customer invoices from sales orders
- Chasing customers for overdue payments
- Write social media posts daily on behalf of the company for Facebook and Twitter.
- Write all routine executive office correspondence.
- Maintain files and contact lists on all executive mobile devices.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents
- Manage calendar for managing director
- Assist in resolving any administrative problems
- Answer calls from customers regarding their inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for managers
- Maintain office supplies for department

Synergy Computers Pvt. Ltd SCL - Islamabad, Pakistan**Sep 2012 – Oct 2015****Admin Assistant**

- Organized on-site meeting arrangements and schedules.
- Initiated a travel expense filing system with Excel spreadsheets.
- Made travel arrangements for executives and updated them based on changing schedules.
- Kept online filing systems updated as needed.
- Answered incoming calls and properly routed them according to office procedure.
- Updated office supply order to optimize the supply budget.

PROFESSIONAL QUALIFICATIONS**CMA (Finalist) - ICMA Pakistan****Jan 2013 – Dec 2017**

- Management Accounting
- Financial Accounting
- IT Management (ERP)
- Business Economics
- Auditing & Taxation

B.Com - Punjab University, Pakistan**Sep 2010 – Oct 2012**

- Financial Accounting
- Banking & Cash Management
- Mathematics & Statistics
- Computer Studies
- Management Accounting

PERSONAL DETAIL

Nationality: Pakistani
Passport: AY5528603
Availability to Join: Within 1 month
Languages: English, Basic Arabic, Basic Turkish, Urdu/Hindi