



# Aameena Bilal

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“Curious, motivated and determined”

Seasoned Office Coordinator with the ability to cultivate strong business relationships and lead productivity. Also know for demonstrating superior interpersonal skills and influencing clear and effectual communication between employees. I am eager and willing to bring my knowledge, expertise, and passion to another company.

## EDUCATION

### Bachelor of Science (BSc), Accounting

Madonna University  
September 2013 – December 2016  
GPA: 3.8/4.0

### Commerce (High School)

New Indian Model School  
March 2010 – March 2013  
Percentage: 80%

## WORK EXPERIENCE

### Administration/Accounts Coordinator Rashid Al Owais Engineering Consultant

2015 - Present

- Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
- Organizing and scheduling meetings and appointments.
- Supporting General Manager with administration tasks including travel itineraries and reservations for planned visits, expense reports, and health insurance claims.
- Preparing all documents and agendas ahead of meetings and visits
- Tracking the attendance and leave schedule for the office based team
- Resolving any maintenance issues, liaising with the building's office management team on behalf of the company.
- Analyzing market trends and competitors.
- Reviewing, monitoring, and managing budgets, developing long term business plan based on these

### Administration/Accounts Assistant Al Majarah Real Estate

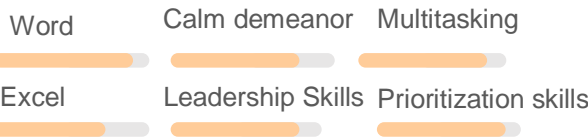
2013-2015

- Interacting with the customers via telephonic conversation in a professional and courteous manner.
- Collection of payments from tenants and handle petty cash.
- Handover all cash and cheque to accounts department on regular basis.
- Update cheque deposit information using Oracle.
- Monitoring Utility and telecommunication bills.

## LANGUAGES

- ✓ English : Fluent
- ✓ Hind : Fluent
- ✓ Urdu : Fluent
- ✓ Arabic : Basic

## COMPETENCES



## GENERAL INFORMATION

Date of birth: 06-November-1994  
Nationality: Indian  
Visa Status: Mother Sponsorship  
  
\* All references are available and will be furnished upon request.