



Tehreem Ayyaz

(M.Sc. Accounting & Finance, B. Com)

Personal Details:

Visa Status: Husband Visa
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Professional summary

To make positive contribution as part of your dynamic and well reputed organization in a position where my abilities, technical skills, decision making and communication skills will be appreciated and enhanced. I am a commerce graduate, seeking an appropriate position in accounts/finance with a dynamic organization to amalgamate skills into a synergy of change, growth and profit.

SKILLS

- ✦ Thorough understanding of the fundamental principles of accounting/finance and their applications.
- ✦ Highly organized and well-structured problem dealing attitude with an edge of innovativeness.
- ✦ Positive thinking, self-motivated, flexible and soft spoken
- ✦ Ambitious, hardworking, energetic and well disciplined.

- ✦ Raising discrepancies/variances with superiors.
- ✦ Know how to meet deadlines and handle responsibilities.
- ✦ Capable of working in bilingual environment.
- ✦ Capability to work on customized software.

Practical work Experience:

U-fone (Franchise) – Pakistan



General Accountant – (June 2016 – Feb 2018)

Key Accountabilities & Responsibilities:

- Planned, performed and supervised Franchise accounts as well as internal control department within the organization.
- Accounting services including preparation of financial records and books of account using U-fone's software and other customized accounting software.
- Advising the owner of the franchise with respect to their statutory obligations
- Assisting in the development and implementation of accounting and internal control systems.
- Maintaining the consignments received and issued on daily basis.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- Developing constructive and cooperative working relationships with others and maintaining them over time.

Education:

2017

M.SC. Accounting & Finance
(Bahawalpur Punjab)

Virtual University Campus

2015

Bachelor's in commerce (B. Com)
(Bahawalpur Punjab)

Islamia University Bahawalpur

2013

O' Levels (UK)
(Bahawalpur Punjab)

British Council