


# NEHA SYED

## ACCOUNTANT

### PERSONAL PROFILE

Accounting and Finance student with experience ranging from some designated competitive roles to having leading roles in a few of my University's societies. An organised, committed and reliable team player who can be trusted to complete the allocated work on time. My objective is to use my analytical and people skills to make an effective contribution in all my work assignments

### CONTACT

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ABU DHABI

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 /neha sameet

### SKILLS

Problem Solving The ability to work under pressure and multi-task

Leadership have efficiently served and organized collage events and various competitions leading prefects and managing the duties and roles effectively as a ruling captain

Presentations Prepared and delivered a number of presentations using MS PowerPoint 2013

SQL Application of SQL commands for analysis and manipulation of data

MS Office 2010/13/16/19 - (Word, Excel, PowerPoint, Project

SAGE 50- a good idea of the accounting software

Exceptional communication and networking skills

Successful working in a team environment, as well as independently

### WORK EXPERIENCE

#### Wayfair catering company Birmingham Uk

SEPTEMBER 2017 -NOVEMBER 2017

#### EVENT SUPERVISOR

- Highly experienced in managing a team and overseeing customer relations
- Dealing with customer inquiries
- Ensured customer satisfaction, being polite and friendly

#### WEDGES OF HOCKLEY UK

MARCH 2018- MAY 2019 (PART TIME)

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Finding errors while recording, posting or balancing any account
- Reconciling the bank book and the cash book.
- Maintaining bills and receipts.



## BPP University (Birmingham Uk)

Advanced Diploma in Accounting and Finance (ACCA ROUTE)  
Fundamental Paper  
F1 (Accountant in business) till -F9  
(Financial management) COMPLETED  
Going to opt for the professional papers next

## Sheikh Khalifa Bin Zayed Al Arab Pakistan College

Sept 2013 Jun 2015  
(/ A Level Equivalent)

## Sheikh Khalifa Bin Zayed Al Arab Pakistan School (GCSE) Sept 2011 to Jun 2013

## Achievements



**SSLC** was an active member of student staff liaison committee at Bpp university which aimed at helping students including myself discussing the complications of international as well as home students

**LIBRARY** Due to my love for books and English Literature I was assigned to be part of hosting an event in waterstones library Birmingham

**SOCIETY MEMBER** I was the Vice President for my University's Pakistani Society. Being in charge of distributing task to other committee members alongside the President.

**Treasurer in Enactus Business Society Uk** which helped me to participate in events to interact with professional people and gain knowledge through their experiences

## Pondego - Birmingham Uk

DECEMBER 2017 -JANUARY 2019

## Surveys

### Accountancy

- Giving new ideas and views relating to the field of accountancy,
- its easy methods of approaching and understanding new concepts as a student,
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients

**Onlineshopping:** surveying people on convience of online food deliveries

**Onlinehealthcare:** an idea about the new tracking health website

### Volunteer work (Muslims hands Uk)

JANUARY 2018-FEBURARY2019

- Charity Fundraising
- Kept records of donor's personal information for the administrative department.
- Maintaining exact records of the collected funds and informing management

### Payroll Assistant KAO TRADING

July 2017 - August 2017

- Assisting the payroll manager by organizing employee's data and pay slips
- Entering data according to the information provided
- Worked closely with the owner and general manager on projects including inventory assessment,employee evaluations, quarterly employee meetings, etc.
- Was responsible for cash management, processing and tracking invoices, and employee scheduling

### Hobbies

1. writing
2. curious researcher
3. Attending social events
4. liberty skills
5. stocks investing