

# CURRICULAM VITÆ

## ABEER SIDDIQUI

Flat 404, Bldg 1823, Road 435

Manama, 304

Kingdom of Bahrain

Mobile: 00973 35509744

Email: [jssah\\_11@hotmail.com](mailto:jssah_11@hotmail.com)

### Objective

To pursue my career in a challenging and dynamic environment where my skills and capabilities could be most utilized & thereby to become a part of success of the organization.

### Working Experience

- Working as a Secretary / Accountant in Millet International Architecture Engineering , Kingdom of Bahrain since November 2012 Till Present.

#### Duties and Responsibilities

- ✓ Office works, Making letters, Agreements and Performing accounts
- ✓ Administering entire office works and Quality checking
- ✓ Drafting letters and Invoices
- ✓ Maintaining the Bank Transactions
- ✓ Maintenance of Rent Collections
- ✓ Handling multiple major projects
- ✓ Finding solutions to all the matters and controlling the office
- ✓ Receiving and forwarding the mail .

- One year worked as Asst. Manager in U F C, Pakistan.

- One year worked as Agent in Non-Iata Agency , Pakistan

## Personal Details

Father's Name : Javed Ahmed Siddiqui  
Date of Birth : 28<sup>th</sup> August 1991  
Nationality : Pakistani  
Religion : Islam  
Civil Status : Single  
Passport No : GC5469791  
C.P.R No : 910810893  
Language : English and Urdu

## ACADEMIC QUALIFICATION

- ✓ B.Com Karachi University 2012
- ✓ Matriculation in Science Karachi Board A Grade
- ✓ Intermediate in Commerce Karachi Board B Grade

## ADDITIONAL QUALIFICATION

- ✓ Air ticketing Course of 2 month from Libra Collegiate.
- ✓ 3 Days Course of Orientation and Grooming from Silver Aviation Academy.
- ✓ Computerized Accounting Course of 2 Month.
- ✓ Using of MS Office, Adobe Photoshop.
- ✓ **IELTS Language Test (passed overall band is 5.5)**

## HOBBIES

- ✓ Internet surfing
- ✓ Excellent communication skills

## DECLARATION AND REFERENCE

- ✓ All the information given above are true to the best of my knowledge and believe.
- ✓ Will be furnish on required .

Abeer Siddiqui