

CURRICULAM VITAE

ABEER SIDDIQUI
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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 : 28th 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 Coarse 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 belief.
- ✓ Will be furnish on required .

Abeer Siddiqui