

Sadeya Khizar

Marital Status: Single
Nationality: Bahraini
Date of birth: 08/08/1989
Contact number: 33069754
E-mail address: ariyan_125@hotmail.com

Career Objective:

It is my ambition to discover opportunities within a firm known for its reputation of excellence in service to its clients. I wish to apply my professional qualifications while pursuing the goal of building a career with an intention of effectively contributing my best to the organization.

Qualification:

Professional Qualification:

Association of Chartered Certified Accountants (ACCA), Glasgow UK
ACCA Qualification February 2016
Professional Ethics Certificate

Association of Accounting and Technician (AAT) February 2009

Certifications:

Customer Excellence
IFRS Module 2
MS Office

Academic Qualification:

Pakistan Urdu School, Isa Town, Bahrain June 2007
Intermediate in Medical Science (FSC) awarded by F.B.I.S.E.

Skills and Competence:

- Accounting: Microsoft Visual Fox-Pro by Gulf computer services.
- Performed business operation on Tally package.
- Certification on IFRS module 2.
- Customer Excellence course.
- Goal oriented, positive and supportive
- Valued team player, trustworthy and dependable
- Excellence in interpersonal and professional communication
- Application of self-initiative to meet deadlines, prioritize multiple projects
- Critical thinking and streamlined problem solving traits
- Respected management and leadership abilities
- Efficient and thoughtful in managing conflict
- Proficient in Microsoft Office programs
- Basic Windows and Mac knowledge
- English, Urdu (Native); excellent written and oral abilities
- Arabic, basic knowledge

Employment Experience

Al Amal Travel, Tours & Cargo W.L.L.(October 2009 to Present)

Senior Accountant

- Preparation and evaluation of financial statements
 - Non-Current Asset management.
Maintenance of asset register, preparation of depreciation schedules.
 - Receivable Management.
Perform ageing analysis, collection of debt and pass relevant adjusting entries.
 - Payable Management
Perform ageing analysis, payments to vendors and pass relevant adjusting entries.
 - Reconciliations.
Account reconciliations
Cash reconciliations
Bank reconciliations
Refunds reconciliations
- Perform financial analysis on excel and prepare reports for the directors.
Sales, costs, profit, target and complete balance sheet analysis.
- Invoicing to the clients.
- Preparing refunds for customers
- Preparing monthly payroll
Preparing schedule for leave salary, indemnity, travel passage and pass relevant adjustment entries.
- Managing and organizing the given projects as a project leader.
- Attend calls and solve client/suppliers queries and disputes on day to day basis.
- Claiming refunds from airlines

References:

Mr. Joy Thomas

Al Amal Travel, Tours & Cargo W.L.L.

Country: Bahrain

Phone: 39027981

Email: joy@alamaltravel.com

Mr. Abdul Rauf

Al Amal Travel, Tours & Cargo W.L.L.

Country: Bahrain

Phone: 33603999

Email: abdulrauf@alamaltravel.com

Mrs. Madiha Babar

AA&T Group, LLC (Auditing Accounting & Tax)

Country: United States of America

Phone: 5715505154

Email: babar.madiha@gmail.com