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| A person posing for the camera  Description automatically generated | | |  | ZUNAIRA MALIK |
| Experience July 1, 2019–October 10, 2019  Trainee **•** Accounting Department **•** Four Seasons Hotel – Bahrain Bay  **Tasks**   * **Accounts Payable:**   Checking the Goods Receiving Reports, posting invoices in the Back-office system, Preparing Payments in Back office system, Preparing Bank transfers.     * **Accounts Receivable:**   Preparation of Invoices for Clients and amendments, following up for payments, reconciling customer accounts, Posting payment in Opera, Processing of rebates and refunds.   * **Income Audit:**   Checking the allowances and rebates, Checking the Paid outs by Front Office, Checking the House Settles, Credit Card Reconciliation   * **Systems Learnt:**   Sun System, Opera PMS, Micros Education B.Sc. in Business Management, University of Bahrain, February 2020   * Major : Management * Minor : Finance * GPA : 3.27   HSSC in Commerce, Pakistan Urdu School Bahrain, February 2020   * Subjects : Principles of Accounting, Principles of Economics, Commercial Geography, Principles of Commerce, Banking, Business Mathematics, Business Statistics * Grade : A  Personal Profile Date of Birth: 22 September 1997  CPR: 970912307  Holder of Car Driving License - Bahrain Skills  * Good leadership and management skills. * Fast learner * Hardworking * Strong ability to prioritize activities and meet deadlines. * Self-Motivation * MS Word * MS EXCEL * Presentation Skills  Languages Fluent in Urdu/Hindi and English. Hobbies  * Acting/Drama * Basketball * Reading * Volunteer work  References Available upon request |
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