**Sunaira Afzal**

DOB: 9th November, 1988 Contact: - E-Mail: sunairaafzal@gmail.com , Cell: +973-33128774

* **EDUCATION**

**University of Bahrain, Kingdom of Bahrain**

Masters in Finance (Sept.2013 – Jan. 2016)

Bachelors of Science in Accounting (Sept.2007 – Jan.2012)

**Pakistan Urdu School, Kingdom of Bahrain**

Higher Secondary School (2006 – 2007)

Secondary School (2004 – 2005)

* **WORK EXPERIENCE**

**Kahkashan Gypsum & Decor, Kingdom of Bahrain**

**Accountant - Part Time (Jan. 2018 – Current)**

Core Responsibilities & Duties

* Accounting till finalization
* Prepares payments by verifying documentation, and requesting disbursements
* Reconciles financial discrepancies by collecting and analyzing account information
* Keeping detailed record of projects
* Depreciation Schedule
* Bank Reconciliation
* Prepare Purchase Orders
* Making Payment, Receipt & Journal Vouchers
* Coordinate with Management

**Pakistan Urdu School, Kingdom of Bahrain**

**Event Coordinator (March, 2018 – April, 2019)**

Core Responsibilities & Duties

* Making activity calendar for the whole academic year
* Keeping record as per Quality Assurance requirements
* Planning and organizing curricular and extra-curricular activities
* Responsible for social and print media coverage
* Dealing with different suppliers, caterers, florists, institutes, organizations etc.
* Coordinating and supervising section activity in-charges
* Preparing questionnaires for different surveys
* Preparing the survey reports section wise and consolidated for the school
* Presenting different proposals and presentations when needed
* Involved in planning collaborative projects with different schools and institutes
* Handling of petty cash, inventory/stock for activities

**Tariq Al Kooheji & Bros. Group W.L.L, Kingdom of Bahrain**

**Accountant (Oct. 2014– May 2016)**

Core Responsibilities & Duties

* Run various reports mainly Trial Balance, Income Statement & Balance sheet
* Profit & Loss Statements
* Costing of inventory items
* Depreciation Schedule
* Budgeting
* Bank Reconciliation
* Prepare Payroll
* Maintaining PDC Schedule & Payables
* Opening Letter of Credits (LC)
* Prepare Purchase Orders (POs)
* Making Payment, Receipt & Journal Vouchers
* Daily Sales Record Division vise
* Maintain and update vendors account
* Coordinate with Management and other departments

**Pakistan Urdu School, Kingdom of Bahrain**

**Extra-Curricular Activity In-charge (Sep, 2012 – Oct, 2014)**

Core Responsibilities & Duties

* Planning and organizing extracurricular activities
* Arranging educational or excursion trips
* Organizing occasional and big events of school
* Coordination with activity teachers of different sections.
* Organizing and arranging inter-school competitions etc.
* Handling of petty cash
* Handling receivables and payables related to extra activities
* Verification of Inventory/ Stock for activities
* Presenting Daily Report to my supervisors
* Organizing additional activities
* Maintains professional and technical knowledge by attending educational workshops.

**Internship**

**AJ Properties, Bahrain**

**Assistant Accountant (July – August, 2010)**

Core Responsibilities & Duties

* Preparing Balance Sheet
* Preparing Trading Account
* Preparing Trial Balance
* Maintain Creditors & Debtors Accounts
* Track Payments

It was a short training for my BSC degree where I handled a construction project expenses and payments by making balance sheets, vendors’ account by using tally and excel.

* **PROFESSIONAL DEVELOPMENT**
* Teachers Training Education Course (2010)
* Business Symposium- Gulf Economics & Challenges and Vision in 2009
* Microsoft Excel Course
* **ACHIVEMENTS**
* Named on Deans List Masters (2013-2014)
* Named on Deans List BSC (2007-2008)

* **SKILLS**
* Focus ERP
* QuickBooks Intuit Enterprise
* Tally ERP
* School Software
* Establishing Accounting Functions
* Data Entry Management
* Computer hardware and Software
* Microsoft Office
* Fluent in English, Punjabi & Urdu. Beginner in Arabic
* **STRENGTHS**
* Fast Learner
* Time Management
* Confidentiality
* Hard worker
* Deadline Oriented
* Handle Pressure
* Leadership/ Team player
* Critical thinker/ Creative
* Excellent communication and writing skills
* **REFEREES**

**Educational**

Dr. Batool Asiri

Instructor-Finance

University of Bahrain

Tel: +973-36008080

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**Work**

Ms. Asma Ghassoul

Business Development & Marketing Manager

Tariq Al Kooheji & Bros. Group W.L.L.

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E-mail: asma1422@yahoo.com

Ms. Farzal Rasool

Vice Principal, Senior Section

Pakistan Urdu School

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