

Dear Sir,

Kindly find my attached CV I am having **3 years experience**. My Experience is mostly in **National Elevators and Escalators Co.** as Secretary. My personal attributes include leadership and Sound judgment as well as creativity, analytic and troubleshooting skills. I interact productively with people from diverse backgrounds. I have a Career history of achieving employment goals. I have a history of quality Work carried to timely completion.

It would be a pleasure to interview with you and I look forward to
Hearing from you soon.

Thank you,

Best regards,

Your's Sincerely,

Sidra Siddiqui.

Curriculum Vitae

SIDRA SIDDIQUI

Flat No. 404, Bldg No. 1823
Road No. 435, Manama Centre
Kingdom of Bahrain
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Email : ssahj_2000@hotmail.com



Applied post for: Office Secretary/ Administration / Accountant

Career 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.

Personal Details

Name of Father	:	Javed Ahmed Siddiqui
Date of Birth	:	10/08/1989
Sex	:	Female
Nationality	:	Pakistani
Marital Status	:	Single
C.P.R	:	890811474
Religion	:	Islam
Language	:	English, Hindi and Urdu

Educational Qualification

- Metric - Meridian Grammar School, Pakistan 2006
- Inter mediate – Hayyat-UI –Islam Girls College , Pakistan 2008
- B.com from University of Karachi, Pakistan 2011

Computer Skills

- Graphic Designing Course - Master Jee Collegiate 2008.
- Web Designing Course – Global education System 2009
- Accounting Software Peach Tree
- Microsoft Office All Versions
- All Operating systems Windows Xp, windows 7, etc.

Work Experience

- ❖ **S.E.O (Search engine Optimizer) in RANKERS** in Pakistan from 2010 to 2012.

Duties& Responsibilities

- Working on different sites
- Making New websites
- Blogs Making
- Directory press release
- Article Making
- Guest Book making
- Link Making

- ❖ **As an Accountant in SADIQ &BROS** in Kingdom of Bahrain. **From 2012 to 2013.**

Duties &Responsibilities

- 1) Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- 2) Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- 3) Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

- ❖ **As an Secretary in UNIFRUITTI** at Kingdom of Bahrain, **from 2014 to 2015.**

- ❖ Presently working as a **Secretary in National Elevators and Escalators Co., Exhibition Road, Manama, Kingdom of Bahrain since January 2016.**

Duties &Responsibilities

- Prepare And Manage Correspondence, Reports And Documents
- Organize And Coordinate Meetings, Conferences, Travel Arrangements
- Take, Type And Distribute Minutes Of Meetings
- Implement And Maintain Office Systems
- Maintain Schedules And Calendars
- Arrange And Confirm Appointments
- Organize Internal And External Events

- Handle Incoming Mail And Other Material
- Set Up And Maintain Filing Systems
- Set Up Work Procedures
- Collate Information
- Maintain Databases
- Communicate Verbally And In Writing To Answer Inquiries And Provide Information
- Liaison With Internal And External Contacts
- Coordinate The Flow Of Information Both Internally And Externally
- Operate Office Equipment
- Manage Office Supplies

Key Competencies

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Planning and organizing
- Time management
- Interpersonal skills
- Customer-service orientation
- Initiative
- Reliability
- Stress tolerance

Declaration

All the information gives above are true to the best of my knowledge

Kingdom of Bahrain

SIDRA SIDDIQUI