

Ms. AZEEMA KHAN

Phone:+974 66534753 / Email :azeema92@hotmail.com

HR Manager

Subject : Application For Job In The Field Of Finance

Dear Sir/Madam,

I am applying for the position in finance advertised for. I believe that my education, skills & experience make me a suitable candidate for this position.

I am a confident, disciplined, organized and goal-oriented individual with strong accounts background and education. I desire to work for a stable company and become a valuable part of a growing organization offering tremendous challenges, opportunities and exposure in the field of accounts and management which will allow me to utilize my communication, accounts, auditing and problem solving skills. If presented with the opportunity, I promise to perform my duties to the best of my abilities.

I have attached my resume along with for your kind consideration. I can be reached in confidence at the above telephone number or email address. I look forward to hearing from you.

Thank you

Sincerely,

Ms. Azeema Khan

EDUCATION

2012

BSC HONORS (BACHELOR OF SCIENCE IN APPLIED ACCOUNTING-OXFORD BROOKES UNIVERSITY)

2011

ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

2008

CAT (CERTIFIED ACCOUNTS TECHNICIAN)

2007

HIGH SCHOOL (COMMERCE MAJOR -GULF INDIAN SCHOOL)

EXPERIENCE

OCTOBER 2018– TO OCTOBER 2020

TREASURY | SUPERVISOR – CASH & LIQUIDITY MANAGEMENT, QATAR AIRWAYS

- Prepare daily/monthly cash-flow analysis and forecasts to ensure availability of sufficient funds for all payments from different banks.
- Prepare annual cash-flow reports for actual funds movement.
- Forward all payment documents to banks, received from other finance staff for payments.
- Ensure the payments are done and SWIFT messages received for all urgent payments.
- Verify cash payments to ensure proper and correct payments and accounting in books.
- Liaise with banks to resolve payment-related queries.
- Provide support to Treasury Management team for external negotiations
- Conduct bank reconciliations on a monthly basis and associated follow-ups with different teams internally.
- Ensure all official documentation received are recorded and filed properly for safe custody in accordance with internal policies and procedures.
- Assist and provide support to your team regarding the issuance, maintenance and cancellation of company credit and debit cards, as well as maintaining a database regarding this.
- Prepare analysis and reports as required.
- Ensure proper and correct accounting of transactions in QR books.

SEPTEMBER 2012– TO MARCH 2018

ACCOUNTANT, BOX HILL COLLEGE KUWAIT

- Maintaining monthly financial statements.
- Daily postings of journals, preparing asset ,liability & capital account entries
- Maintenance of proper Ledgers and documentation of financial entries.
- Reconciling daily cash collection to the collection report.
- Daily cash position and monthly cash flow.
- Maintaining petty cash and proper financial controls.
- Handling payroll, staff Leave & indemnity.
- Maintaining Fixed Asset Register and calculating monthly depreciation.
- Monthly Reconciliation of the Bank Books with the Bank Statements
- Handling procurement cycle-verification of quotes, preparing purchase orders, making payments.
- Dealing with the cheques and preparing internal transfers, within accounts and within banks, to keep the balances updated and to avoid any issues relating to payments.
- Handling the Funds from Sponsors and actual Expenditures against those funds on different occasions.
- Assisting in reviewing & analysis of financials.
- Yearly closing of books, preparation of Audit Schedules& assisting in yearly audits.

DECEMBER 2011 –TO AUGUST 2012

ACCOUNTS RECEIVABLE, MIDDLE EAST BUSINESS SOLUTIONS

- Following up, processing payment, corresponding with clients.
- Summarizing receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account and verifying totals.
- Making reports-debtors, collection plan, actual vs. projected and preparing finance reporting checklist.
- Resolving discrepancies.
- Maintaining records of invoices, debits & credits.
- Preparing invoices, passing JV's, credit memos & outstanding client balances.

DECEMBER 2010– TO FEBRUARY 2011

TRAINEE -EXTERNAL AUDITOR, ERNST & YOUNG

- Inspect internal systems & controls.
- Access accounts for accuracy & regulatory compliance.

JULY – AUGUST 2008, 2009

TRAINEE -ACCOUNTS, KUWAIT NATIONAL PETROLEUM COMPANY

- Payables & Receivables
- Reviewing time sheets.
- Procurement cycle

REFERENCES: Can be provided on request.

SKILLS

- Knowledge of IAS & ISA-standards.
- Resolving accounting disparities.
- Understanding the aspects of accounting & ability to maintain clear & accurate records.
- Computer Literate.
- Conversant in MS Office & Accounting Packages –FOCUS, ARMS, ERP.
- Interpersonal & Organizational skills.

ACTIVITIES & ACHIEVEMENTS

- British Council-Kuwait-UK Alumni Network Member.
- Ernst and Young Students committee 2009.
- Attained 1st position in high school 2006, 2007.

PERSONAL INFORMATION

- Nationality: Indian
- Date Of Birth: 22nd May 1989
- Languages: English(R&W) Hindi(R&W), Urdu, Arabic

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge & earnestly hope that my application receives your highest consideration.