



WASIFA ARSHAD

OBJECTIVE

I strive to achieve a reasonable position in a professional working environment that's is why I am looking forward to dynamically growing and progressive organization, where I will try to utilize the Best of my potential and skills.I am capable of doing and learning new things willing to apply them in a new style and standard.

EDUCATION

Master of Computer Science (2 Years) **2020**
PMAS Arid Agriculture University Rawalpindi

Master of Physical Education (2 Years) **2017**
University of Sargodha

Bechelor of Education (1 Year) **2016**
Allama Iqbal Open University Islamabad

Bechelor of Commerce (2 Years) **2014**
Punjab University Lahore

EXPERIENCE

Bayolu Investment LLC Dubai UAE

January 2023 to Till Now

Accounts Assistant & Purchase Coordinator



Job Responsibilities:

- Counter checking of the actual store cash sales versus system sales of different multiple- brands and maintaining & sending of the Daily Sales Report and Cash Deposit Monitoring.
- Research and identify potential suppliers,vendors & contractors.
- Request and collect quotes,proposals & bids from suppliers.
- Analyze & compare supplier proposals to determine the best option.
- Prepare,review and mange purchase orders,ensure accuracy.
- Assist in negotiating contracts with suppliers,including prices.
- Keep accurate records of contracts,including expiration & renewals.
- Monitor and maintain accurate records of inventory levels, including stock levels and reorders points.
- Tracking orders to ensure the delivery in a timely manner.
- Received goods,Checking quality of products & Analyze KPIs.
- Monitor accounts payable and receivable and make sure the timely payments.
- Prepare reports on purchases, including cost analysis.
- Coordinate with Café staff to ensure proper storage.
- Performing audit to café shops to ensure that policies and procedures are well implemented.
- Invoice posting to Quickbooks accounting software.
- Preparing data for VAT returns required by external consultants.
- Prepares Payment Vouchers ahead of cheque payment processing.
- Handle all Petty Cash,mange receipts & expenses.
- Reconcile bank statements & other financial documents regularly.
- In-charged of adding items,item pricing and promotions in posist.

CONTACT

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PROFESSIONAL SKILLS

- Time Management
- Good Communication
- Attention to Details
- Teamwork
- Problem solving
- Flexibility
- Analytical thinking Skills

PROFESSIONAL SKILLS

- Microsoft office (Word, Excel, Power Point)
- Excellent Office Computer Skills
- Scanner and Printing Operating
- Data Entry
- Monitored CCTV Screens

LANGUAGES

English

Urdu

Punjabi (Basic)

Hindi (Basic)

HOBBIES

Networking

Travelling

Photography

Accounts Assistant & Administrator



Job Responsibilities:

- Provide administrative support manage calendars, schedule meetings & coordinate travels.
- Perform bookkeeping tasks such as invoicing, monitoring account receivable, and budget tracking.
- Maintain general office files, including job files, vendor files, and other files related to the company's operations.
- Organize and manage daily office operations for streamline daily functions.
- Prepares Payment Vouchers ahead of cheque payment processing.
- Providing administrative support to the accounting team.
- Managing cash flow, investments and funding to ensure financial stability.
- Organize and manage of operations Support HR task like maintaining, recording and filling.

Admin Officer



Job Responsibilities:

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations.
- Schedule in-house and external events.

Admin Officer



Job Responsibilities:

- Following up with all registration & queries to proceed with admission and avail discount offers.
- Participating in the implementation of the school advertisement strategies and distributing brochures (on field) .
- Ensuring that the stationary storage room is stocked with products and displayed them accordingly.
- Coordinating with all vendors and preparing a record of required material needed of school activities and program, thereafter ordering the stock after approval.
- Maintain all inventory and equipment records on excel sheet.
- Receive cash or any other authorized modes of payment against the fee voucher from parents and issuing receipt.
- Reconcile cash register/ online fund transfer, credit receipts with figures and preparing daily income summary report.
- Petty cash custodian.
- Responsible for the safe custody of cash and cheque received until safely deposited to bank.
- Maintaining Data management system to paperless the school records and tract all student ID & electronic general registration number to update all vouchers, notification and circulars.

DIPLOMA

Diploma in Office Management

1 Year

Professional Education and Skill Development Council Pakistan

REFERENCES

Will be furnished upon request