

AROOJ SHAFQAT

About Me

As a dynamic Accounts Assistant boasting over 9 years of hands-on experience in Accounts Payable/Receivable, bookkeeping, and document control, I am well-versed in leveraging MS Office and possess foundational skills in graphic design. My eagerness to drive financial efficiency makes me an ideal candidate to bolster your team's financial operations and play a pivotal role in the overall success of your organization

Work Experience

Office Administrator City Medical Center

Sep 2020-Present

- Managed multi-line phone system and directed calls to appropriate staff members
- Maintained office calendar and scheduled appointments, meetings, and conference rooms.
- Assisted with onboarding of new employees by preparing workspaces and providing orientation materials.
- Ordered and stocked office supplies, maintaining inventory control to reduce costs
- Prepared and edited documents, reports, and presentations for internal and external use.
- Managed expense reports and processed invoices for accounts payable and receivable.
- Implemented filing systems and maintained both digital and physical files for organization and confidentiality.

Accounts Assistant

Jan 2018-Aug 2020

SPI Insurance Company Limited

- Performed bank reconciliations to maintain accurate financial records and identify discrepancies.
- Assisted with monthly close processes, including journal entries and account analysis.
- Utilized accounting software to input data, generate reports, and improve data accessibility.
- Processed payroll transactions, including salary adjustments, bonuses, and deductions.

Accounts Assistant

Jan 2017-Dec 2017

Multicolors Designing & Printing

- Managed accounts payable and receivable, ensuring accurate and timely processing of invoices and payments.
- Prepared and issued invoices, tracked payments received, and followed up on outstanding balances.
- Monitored and recorded company expenses, processing expense reports and reimbursements.



CONTACT

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EDUCATION

2014-2016

- Jinnah Institute
- Bachelor Of Commerce

2012-2014

- Jinnah Institute
- Intermediate Of Commerce

2010-2012

- Government Girls School
- Matriculation Science

SKILLS

- Microsoft office
- Data Entry
- Bookkeeping
- Account Payable & Receivable
- Customer Service
- Excellent Communication
- Billing Producer
- Document Control
- Basic Knowledge of Graphic Designing

LANGUAGES

- English
- Urdu

HOBBIES

