

SHAHEEN SAEED

FLATE NO # L-12, RAZA SQUARE BLOCK 10
GULSHAN-E-IQBAL, KARACHI
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CAREER OBJECTIVE

Seeking a challenging career in a dynamic Organization that allows me to utilize my potential to full capacity.

PERSONAL DATA

- Husband's Name: Saeed Ahmed
- Date of Birth: 08 May 1984
- C.N.I.C No: 42101-8773760-6
- Marital status: Married
- Religion: Islam

ACADEMIC QUALIFICATION

M.A (Economics) 2011-2013
Federal Urdu University Karachi, Pakistan
B.A 2009-2010
Federal Urdu University Karachi, Pakistan
Intermediate (Commerce) 2000-2002
Govt. Premier Girls College Karachi, Pakistan
Matriculation (Arts) 1997-1999
Aziz National Girls Secondary School Karachi, Pakistan

WORKING EXPERIENCE

- **Designation: SALES ASSISTANT**
Duration: April 2011 to December 2013

Job Description :

- Prepare Sales Invoices and post in computerized Accounting Software.
- Prepare Sales Tax Invoices and post in computerized Accounting Software.
- Prepare Certificates of Selling of Vehicles.
- Coordination with Customers (Debtors).
- Other necessary Documentation of Selling of Vehicles.
- Reconciliation of Parties Statement of Accounts.
- Maintain Excel Spread Shets.
- Reconciliation of Parties Statement of Accounts.
- Making Document Manual & Computerized.

- **Designation: ACCOUNTS ASSISTANT**
Duration: July 2010 to March 2011

Job Description :

- Maintain Cash Book and post in computerized Accounting Software.
- Maintain Bank Book and post in computerized Accounting Software.
- Maintain Purchases and post in computerized Accounting Software.
- Maintain Inventory and post in computerized Accounting Software.
- Prepare Journal Voucher.
- Reconciliation of Parties Statement of Accounts.
- Coordination with Parties (Creditors).
- Making Document Manual & Computerized.

- **Designation: RECEPTIONIST CUM TELEPHONE OPERATOR**
Duration: February 2006 to June 2010

Job Description :

- Co- ordination with staff
- Attend all telephone calls,jot down messages and transferring the call to extension. (PABX system)
- Maintain incoming & outgoing mails records.

OTHER QUALIFICATION

- MS office
- Internet
- Certificate in Accounts & Finance (CAF)
- Computerized Accounting Software (Visual) Basic)

HOBIES

- Reading
- Listening Music
- Writing

OTHER QUALIFICATION

- Good Communication Skills.
- Capable of managing and working as a team of professional employees.
- Good knowledge of Microsoft office and Internet.

Reference

Reference Will be provided on request.