

# Rukhsana Iqbal

## Summary

- Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines.
- Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support.
- Dedicated to providing exemplary work and supporting the overall mission of the department and company.

## Contact



Sabzazar Lahore, Pakistan



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## SKILLS

- Administrative Support
- Tax Documentation
- Tax Return Filing
- Office Support
- Tax Complains

## EDUCATION

- **Bachelor (2013)**

**B.Com**

University of the Punjab Lahore

- **Intermediate(2011)**

**I.Com**

B.I.S.E Lahore Board

- **Matriculation (2012)**

B.I.S.E Lahore Board

- **Certificates**

Excellent Hair & beauty Art College  
LHE (2014)

Basic Computer IT certificate. The  
Brains College LHE (2011)

## LANGUAGES

English 

Urdu 

## WORK EXPERIENCE

March-2021–June 2023 **Social Mobilizer**

**Peoples (comNent staff)**

- Generating Tally Sheets on Excel Sheets.
- Compile Prepare monthly Plan summery
- Compile and rearrange documents and files related to Polio Childs.
- Ensuring adherence to regulations and policies.
- Any other task assigned by the CEO Office.

Nov-2019 - Sep-2020 **Account Assistant**

**My Petroleum**

- Worked under the certified public accountant head of the department to handle tasks such as payroll and accounts receivable.
- Maintained constant contact with clients in order to ensure that their needs were met and their accounts were in satisfactory standing.
- Completed accounting tasks such as contributing to financial reports for 10 clients, calculating payroll for 200 employees and entering financial data.

July-2017-Nov-2017 **Accounting Internship**

**The Bank Of Punjab Lahore**

- Need to match the banks customer signature with the inward cheque signature.
- Do the customer are having sufficient fund for their cheque payment.
- Date (Advance date cheque will not be passed).
- Amount in figure & inward need to be same.
- Computer posting of the cheque.
- Examine with the computers posting that the total number and total amount inward cheque match with the register book.