

Sehrish Khurshid

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A bilingual, highly motivated business graduate (MBA), specialized in Finance. Possesses relevant professional experience gained during job and internships with multinational business, acquiring valuable insight into developing and implementing administrative and financial techniques while achieving strict deadlines. Additionally, my experience in teaching polished my skills and abilities to balance multiple competing priorities.

SKILLS

Professionalism and compassion /Patience and adaptability/Honest and reliable/Strong communication skills/Ability to work under pressure/Quick learner

HRIS: Microsoft Office | Outlook

Language Skills: English: Fluent | Urdu: Native fluency

WORK EXPERIENCE

Accounting Clerk | KISH Restaurant Group

Dubai, UAE | Jun. 2018– Aug.2020

- Experience in account analysis & reconciliation methods.
- Used accounting software to issue
- Prepared weekly/monthly Financial statement
- Managed accounts of the clients.
- Recorded day to day transactions
- Tracked and recorded expenses and reconciled account to maintain accurate current and complaint financial record.
- Reconciled the bank statement.
- Kept physical files and digitalized
- Maintained Records for easy access.
- Prepared vat summery to be submitted to FTA.

Financial accountant | National foundation for resource & development

Pakistan | Mar. 2013– Feb.2014

- Maintained cash book
- Prepared financial statements
- Worked on Balance sheets

Elementary School Teacher | Nobel Cambridge High School

Pakistan | Apr. 2014– Mar.2015

- Taught all subjects for pre-school students
- Handled senior section – Grade 8
- Class teacher for Grade 9

EARLY CAREER SUMMARY

INTERNSHIP - Financial accountant | Habib Bank LTD

Pakistan | Apr.2015-Jun.2015

- Maintained daily transactions and records
- Prepared Quick books in software

EDUCATION

- Master of business administration (MBA), specialized in Finance from University of Sargodha Pakistan
- Bachelor of commerce -(B COM) from university of Bahawalpur