

SABA ROSE

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Sharjah, UAE.

Visa status: Visit Visa (02 January 2022)



CAREER OBJECTIVE:

To work in a challenging environment which would enable me, to exhibit my professional skills and capabilities and the ability to communicate ideas with the commitment to perform quality work to the best of my abilities.

QUALIFICATION:

- 📖 MBA (HRM & Marketing) - Karachi Pakistan - 2012.
- 📖 B.Com - Karachi Pakistan - 2009.

PROFESSIONAL EXPERIENCE:

Admin and Insurance Coordinator
Solanki Dental Center

Sep 2017 – Nov 2019
Sharjah, UAE

- ❖ Assisting PRO for the MOH Visa and Work Permit Renewals and Cancellation.
- ❖ Handling Office Supplies, Petty Cash, Preparing Cheques and Maintaining Vouchers Files.
- ❖ Using CDT & ICD-10 codes to ensure proper billing of all detailed procedures.
- ❖ Taking E-Claim approvals for the insurance patients and follow up with the insurance companies for the payment.
- ❖ Coordinating office activities and operations to secure efficiency and compliance to the policies.
- ❖ Supervising administrative staff and dividing responsibilities to ensure performance.
- ❖ Keep stock of office supplies and place orders when necessary.
- ❖ Support budgeting and bookkeeping procedures.
- ❖ Create and update records and databases with personnel, financial and other data.

Admin Officer & Sales Coordinator
Express Print Publishers LLC

July 2016 – April 2017
Sharjah, UAE

- ❖ Preparing daily, weekly and monthly reports of the sales team.
- ❖ Respond to complaints from clients and give after-sales support when requested.
- ❖ Creating schedules for sales representatives, filling important documents and communicating relevant information.
- ❖ Calling existing and prospective customers for cross-selling/up-selling, new products/services offerings or company's promotional/advertising campaigns.
- ❖ Maintaining office supplies.

**Accounts Executive
Peace & Development**

**March 2013 – March 2016
Karachi, Pakistan**

- ❖ Oversee the preparation and planning of budgets.
- ❖ Maintain records and receipts for all daily transactions.
- ❖ Ensure financial records are kept up-to-date with the latest transactions and changes.
- ❖ Contribute to financial audits.
- ❖ Monitor all bank deposits and payments.
- ❖ Perform periodic financial analysis to detect and resolve problems.
- ❖ Prepare balance sheets and invoices.

**Assistant Accountant
Kiran Vocational Center**

**January 2012 – February 2013
Karachi, Pakistan**

- ❖ Assist in budget preparation and management activities.
- ❖ Develop financial policies to ensure operational efficiency.
- ❖ Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
- ❖ Manage cash controls as well as maintain book keeping up-to-date.
- ❖ Ensure maintenance of the general and subsidiary ledgers.
- ❖ Track investments and maintain relevant cash reserves.
- ❖ Ensure all expenses are within assigned project budget.

**Cashier & Assistant Accountant
The King School**

**August 2008 – December 2011
Karachi, Pakistan**

- ❖ Managing Information Desk.
- ❖ Cashier - Fee Collection, Handling Petty Cash.
- ❖ Maintaining Payroll, Account Books & Bank Reconciliation.
- ❖ Office Correspondence. Maintaining all office files.

KEY COMPETENCIES:

- MS Word, MS Excel, MS Power Point
- Medicworks & Planmeca Romexis (Health Care & Patient Management Software)
- Peachtree (Accounting Software)

LINGUISTIC PROFICIENCY:

- English – Punjabi – Urdu - Hindi

PERSONAL INFORMATION:

Father's Name : Faryad
Date of Birth : 11th July 1986
Nationality : Pakistan
Marital Status : Single