

SALMA SHAKEEL

Receptionist / Accountant

Maliha Road, Muweillah, Sharjah, United Arab Emirates

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salma-shakeel@outlook.com

Date of Birth: 6th July 1980

Place of Birth: Quetta – Pakistan

Nationality: Pakistani

Marital Status: Married

PROFILE

To work and obtain a position in a professional organization, offering excellent opportunities to utilize my education, knowledge and skills by assigning clear and achievable goals.

An innovation team player possessing interpersonal communication, team motivating, people management skills combined with analytical mind – set and problem – solving abilities.

Excellent attitude, communication and interpersonal skills.

EXPERIENCE

Receptionist Fazaia Inter College Malir Cantt (FIC Malir)August 2017 – May 2019
Karachi – Pakistan

- Answer student parent and visitor inquiries and transferred to correct location.
- Answering phone calls transferring to proper department or taking a detailed message.
- Scheduled appointments and reservations as needed.
- Organized school schedule and calendar published for staff and students.
- Performed clerical duties such as coping, faxing, emailing sorting mail etc.
- Communicated with teacher staff and students regarding school news and changes to the schedule or calendar.
- Order supplies and curriculum needed for the classroom.
- Collect information for new students.
- Maintain a professional appearance and demeanor.
- Greet and direct campus visitors.
- Maintaining computerized files using personal computer, including reports, employee roster, and mailing list.
- Receive sort and distribute mail, messages, documents and other deliveries.
- Organizes, secure and maintain reception area.

Accountant. The City School. Sept 2008 – January 2013
Quetta – Pakistan

- Manage all accounts including bookkeeping.
- Administer payroll for all school employees in coordination with Human Resources, including all appropriate deductions.
- Present the monthly payroll to the Managing director for review and approval.
- Attend the meetings of the boards as well as meetings of school management as required.
- Administer and record all revenue invoicing according to school procedures.
- Administer, maintain and all reconcile all banking and petty cash accounts.
- Prepare the record monthly depreciation of fixed assets.
- Analyze prepayments, accruals, and other assets and liabilities accounts and record necessary adjustments if needed each month.
- Maintain proper filing of accounting vouchers and electronic databases.

- Attend and assist the internal and external audit processes, and provide required analysis.
- Providing daily reports for the previous day's transactions including electronic fund transfers, credit cards payments, for daily volume distribution.
- Posted checks electronic funds transfers, credit cards, and agency payments to student accounts.
- Maintained daily cash reconciliations and scorecard analysis.
- Performed ad hoc analysis and projects as needed, which included miscellaneous account reconciliation, agency payment correction, and a residency employee voucher reconciliation.
- Created various spreadsheets for managing accounts receivables.
- Complete other duties as assigned by Managing Director.

Accountant (Al Falah Bank). August 2003 –August 2008
Quetta – Pakistan

- Prepare, examine, and analyze accounting records, financial statements and other financial reports.
- Analyze and report on financial status of a bank.
- Established and maintain fiscal files and records to document transactions.
- Prepare and review journal entries and related supported documents.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Assist in the development and implementation of new procedures and features to enhance the workflow of the department.
- Develop, maintain, and analyze budgets, prepare periodic reports that compare budgeted costs to annual costs.
- Processing weakly staff related payroll and creating pay slips.
- Communicating effectively by speaking with others using clear, professional, and understandable language.
- Carefully followed company's data protection protocols.
- Reviewed and analyzed operating budgets every 4 week period.

E D U C A T I O N

Preston University. May 2001 – June 2003
Master of Science in Information Technology Quetta - Pakistan
Graduated with a 3.1 GPA

Allama Iqbal Open University August 2016 – May 2019
Bachelors in Education (B.Ed) Karachi – Pakistan
Graduated with a 68%

Girls College May 1998 – January 2001
Bachelors in Commerce (B. Comm) Quetta – Pakistan
Graduated with a 65%

S K I L L S

<i>Leadership and Teamwork</i>	<i>Expert</i>	<i>Lesson Plans</i>	<i>Expert</i>
<i>Modified Teaching Techniques</i>	<i>Expert</i>	<i>Communication Skills</i>	<i>Expert</i>
<i>Teaching Methods</i>	<i>Expert</i>	<i>Student Centered Learning</i>	<i>Expert</i>
<i>Project Management</i>	<i>Expert</i>	<i>Problem solving</i>	<i>Expert</i>
<i>Classroom Management</i>	<i>Expert</i>	<i>Student Motivation</i>	<i>Expert</i>
<i>Child development.</i>	<i>Expert</i>	<i>Microsoft Office Suite</i>	<i>Expert</i>

C O U R S E S

Microsoft Office Suite January 2009 – March 2009
IQ Concept (P.A.S.S)

E X T R A C O - C U R R I C U L A R A C T I V I T I E S

Program coordinator August 2017 – May 2019
Fazaia Inter College Malir Karachi – Pakistan

Program coordinator December 2008 – January 2013
The City School Quetta – Pakistan

H O B B I E S

Reading Books

L A N G U A G E

<i>English</i>	<i>High Proficient</i>	<i>Urdu</i>	<i>Native Speaker</i>
<i>Arabic</i>	<i>Working Knowledge</i>	<i>Hindi</i>	<i>Highly Proficient</i>

R E F E R E N C E S

References available upon request