

Sahrish Akhtar

Recruiter & Administrative Assistant

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A qualified Administrative officer with almost 06 years' of experience in Accounts, Consultation and Recruitment area. Also having the knowledge of Accounts Payable and Accounts Receivables. A confident, multi-skilled and capable in assisting accountant with the knowledge of finance and accounting procedures, having exceptional analytical and problem solving skills, able to provide financial information to the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance accurate management system, looking for a challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

Skills

Microsoft Word	●●●●●●
Microsoft Excel	●●●●●●
Microsoft PowerPoint	●●●●●●
Strong work ethic	●●●●●●
Ability to work under pressure	●●●●●●
Written communication	●●●●●●
Interpersonal Skills	●●●●●●

Work History

2021-01 - **Recruiter and Consultant**

Current

*Global Hire Placement Services Edmonton (Back Office),
Pakistan, Rawalpindi*

- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Doing inbound calls for deploying the potential candidates on suitable positions as receptionist.
- Pre-screened resumes prior to sending to hiring managers for consideration.
- Maintained filing system of current, prospective and future positions.

2019-03 - **Accounts/ Administrative Manager**

2021-06 -

*Global Hire Placement Services Inc. Canada (Back Office),
Pakistan, Rawalpindi*

- Checking the daily order received on the portal for every restaurant and then making a report for them. Sending the emails to the third party for the reimbursement against any wrong deduction.
- Keeping an eye on Sales report on the weekly basis and taking care of accounts payables and receivables against that.
- Responsible for all the administrative work for the particular project of the company.

2018-08 - **Enrollment Coordinator - Offshore**

2019-02

Kids U Canada (Off Shore) Pakistan, Rawalpindi

- Performing the responsibility of keeping and maintaining the records.
- Providing different scheduled reports to the superiors on quarterly and monthly basis.

- Assisting in payroll tasks like subsidy process, dealing with the Government of Alberta, Canada. Reviewed statistic enrollment data and prepared reports.
Updated, entered and reviewed customer data.
- Communicated details about available classes, materials and services.
- Finalized and processed enrollment applications.

**2014-01 -
2014-10**

Accounts Assistant

R.A.K Services, Pakistan, Rawalpindi

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Main duties included the following;

- Prepared sales invoices & the upkeep of an accurate accounts filing system.
- Prepared and input of Daily journal vouchers. Inputting, matching, batching and coding of invoices.
- Prepared various reports for senior managers
- Supervising junior financial staff
- Conducted regular business reviews reports of financial performance.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.

Education

2016-02 -

MS: Finance

2019-04

Capital University Of Science And Technology - Islamabad

2009-09 -

MBA: Finance

2013-08

Mohammad Ali Jinnah University - Islamabad

2007-05 -

B.Com: Accounting

2009-07

Punjab College Of Commerce - Rawalpindi

2005-07 -

Intermediate : Pre-Medical

2007-04

Board Of Intermediate And Secondary Education - (BISE,AJK).

2003-08 -

Matriculation: Science Education

2005-06

Board Of Intermediate And Secondary Education - (BISE,AJK).