

TASLEEM MUNIR

Fujairah, UAE

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Visa Status - Employment Visa

Nationality - Pakistan

Date of birth - 27-08-1990

Marital Status - Single

Driving License- Holding UAE Valid License



OBJECTIVE

To achieve suitable, challenging and growth-oriented position in an aggressive and professionally managed organization having an operation that provides a motivating work environment as well as an opportunity for career development where I can contribute my skills and experiences towards growth of the organization and to excel by serving with almost sincerity and integrity.

WORK EXPERIENCE

Organization: **TADBEER AL AMWAJ, Fujairah, UAE**

Designation: **Accountant / Administrator / Cashier**

Duration: 23rd February, 2023 to 27th February, 2024

Roles & Responsibilities:

- Working with spreadsheets. Sales and purchase ledger and journals
- Preparing statutory reports
- Calculating and checking to make sure payments, amounts and records are correct
- Sorting out incoming and outgoing daily post and answering any queries
- Managing petty cash transactions
- Controlling credit and cashing debit
- Reconciling finance accounts and direct debits

Organization: **MAYOOF HOME TRADING, Fujairah UAE**

Designation: **Accounts Assistant / Back Office Admin / Store In-charge / Customer Care**

Duration: January 2021 to January 2023

Roles & Responsibilities:

- Working with spreadsheets, sales and purchase ledgers and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.

Organization: **AL KOUSE REAL ESTATE AND CONTRACTING COMPANY, Fujairah UAE**

Designation: **Accounts Assistant / Front Office Admin / Customer Care**

Duration: January 2020 to December 2020

Roles & Responsibilities:

- Worked and prepared contracts with Ejaaz Application
- Handled monthly cheques and reports
- Handled the building maintenance work

Organization: **MYRIAD FASHION INDUSTRY, Free Zone, Ajman, UAE**
Designation: **Administrative Assistant**
Duration: January 2019 to December 2019

Roles & Responsibilities:

- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, emails, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Submit and reconcile expense reports
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Write letters and emails on behalf of other office staff
- Coordinate office procedures
- Reply to email, telephone, or face to face enquiries
- Manage staff appointments
- Greet and assist visitors to the office

SKILLS

Have knowledge, worked & experienced in below mentioned official softwares:

- **First Bit**
- **Real Soft**
- **Pact**
- **Node**

EDUCATIONAL QUALIFICATION

MS in Philosophy:
University of the Punjab, Lahore 2014-2016
(M. PHIL)
• Social Sciences

Master of Sciences: 2010-2012
University of the Punjab, Lahore
(M. Sc)
• Gender Studies

Bachelor of Arts: 2007-2009
University of the Punjab, Lahore
(B.A)
• Economics

Intermediate: 2005-2007
Board of Intermediate & Secondary Education, Lahore
(F.A)
• Economics

Matriculation: 2004-2005
Board of Intermediate & Secondary Education, Lahore
(Matric)
• Science

Languages

English, Urdu, Arabic