

NAGINA AZIZ

Seeking for a growth and challenging position with great emphasis on computerized environment with result-oriented Organization and intensive to utilize my experience and skills thus culminating into a rewarding career.



nidaaziz666@gmail.com



Whatsup # 0335-3905093



Karachi, Pakistan

Work Experience:

04/2022– Present

Private Hospital

Assistant Accountant

- Daily Cash Collection, calculation and payment to consultants against Daily OPD.
- Daily Audit of reports with Director Finance and managing cash disbursement.
- Preparing cash and bank vouchers.
- Preparing cheques.
- Preparing Bank Reconciliation Statement on monthly basis.
- Updating daily cash Flow Statement.
- Preparing withholding income tax vouchers.
- Assisting finance manager in daily tasks.

Assistant Accountant

12/2006 - 04/2019

Private College

- Student's Fees collection and complaints inquiries in fees.
- Preparation income & expenses voucher.
- Maintain petty cash voucher on monthly basis.
- Maintain cash book & Reconciliation.
- Preparation salary staff.
- Writing general ledger.
- Deal all bank documents (Fees & Salary).
- Deal all works related to Accounts.
- Typing work (English & Urdu).

Customer Relationship Officer

07/2007 - 04/2009

Warid Telecom

- Activation of SIM Cards front basis.
- Provide Application Forms/Product Brochures to Customer.
- Provide Account Statements and Account Certificates to the Customers.
- Ensuring Forms are filled correctly.
- Data Entry Work.

Accountant

04/2001 - 04/2005

Private Hospital

- Daily Cash Collection.
- Deal all works related to Accounts.
- Preparation salary staff.
- Data Entry work.

Education:

- BSC

APWA College Karachi.

2003

Karachi,

- Intermediate (Science Group)

APWA College Karachi.

2001

Karachi,

- Matriculation

Secondary Board, Karachi.

1998

Karachi,

Skills:

- Ms. Word
- Ms. Excel
- Ms. Power Point
- Adobe Photoshop
- Adobe Illustrator
- Corel Draw
- Canva
- In page
- ERP
- Peachtree
- Quick Book

References:

- Would be furnished on demand.