Payal Omperkash

Contact No: + 356 7714 9842

E-mail: <u>payalomperkash1@gmail.com</u>

Present Address: Malta

Career Objective

To enhance my educational and professional skills in a stable and dynamic workplace in leading organisation. I want to build my career in audit field, which will enhance my knowledge on daily basis. Further I am perusing my ACCA qualification.

Experience

Erremme Business Advisors

Accounting, Tax, Legal and recruitment Service Provider

ERREMME BUSINESS ADVISORS

My Major Responsibilities includes,

Posting of invoices, receipts and payments

Performing reconciliations

Issuance of invoices to clients for services provided

Maintenance of client filings
Issuing specific reports to clients

May 2019 – To Date Accounting Clerk

iDor Pakistan

Private Limited Company

Deals in Online business of wireless mobile accessories



My Major Responsibilities includes,

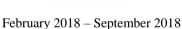
Recording of daily basis expenses and income invoices

Recording of payments and receipts including issuance of cheques

Recording of assets and liabilities

Maintenance of Fixed asset register and Prepayments schedules

Maintain petty cash and other accounting/finance related work



Account Assistant

Education

Education			
Qualifications	Institute//University/Board	Status/Grades	Year
ACCA	ACCA UK	Just Started - first attempt in Nov 2019	2020-2021 (Expected)
Bachelors in Arts	Shah Latif University Khairpur (SALU)	1 st Division	2012 - 2013
Intermediate	B.I.S.E Larkana	A Grade	2010 - 2012
Matriculation	B.I.S.E Larkana	A Grade	2008 - 2010

Other skills/Certifications

- Familiar with usage of SAGE accounting software (Currently Using)
- Knowledge about VAT laws in Malta
- Hands on Microsoft Excel, Word and PowerPoint
- English Language Course, English Language Academy Malta (2 months)
- Working knowledge of operating systems Windows 98 / 2000 / XP / Windows 7 / Windows 8.

Personal Information

Marital Status Married
Nationality Pakistani

Languages English, Sindhi and Urdu

Date of Birth 16 January 1994

Gender Female

Residential Address House #160, Triq Lampuka, Paola (PLA-1146), Malta

References

Will be furnished on request.