

Payal Omperkash

Contact No: + 356 7714 9842
E-mail: payalomperkash1@gmail.com
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 <i>My Major Responsibilities includes,</i> <i>Posting of invoices, receipts and payments</i> <i>Performing reconciliations</i> <i>Issuance of invoices to clients for services provided</i> <i>Maintenance of client filings</i> <i>Issuing specific reports to clients</i>	 ERREMME BUSINESS ADVISORS May 2019 – To Date Accounting Clerk
iDor Pakistan Private Limited Company Deals in Online business of wireless mobile accessories <i>My Major Responsibilities includes,</i> <i>Recording of daily basis expenses and income invoices</i> <i>Recording of payments and receipts including issuance of cheques</i> <i>Recording of assets and liabilities</i> <i>Maintenance of Fixed asset register and Prepayments schedules</i> <i>Maintain petty cash and other accounting/finance related work</i>	 February 2018 – September 2018 Account Assistant

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.