



# Sundus Ali Khan

## BSc in Accounting

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Safrah

Info:  
Phone number: +973 33795836  
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### Interests



### Objective

I am enthusiastic hard worker and willing to learn at a dynamic workplace to further enhance my current skill set in the field of accounting. As I am a student of Bahrain Polytechnic, I am skilled and trained in communicating effectively in person or in writing in a brief way possible. I understand the importance of attention to details when it comes to keep track of assigned task and managing them efficiently. If faced with any problem, I stay determined to find the best solution whether working alone or in team.

### Education

**Bahrain Polytechnic**  
BSc Degree in Accounting  
September 2014 - June 2019

**Pakistan Urdu School**  
Intermediate - 2010

### Experience

#### Al Amthal Group W.L.L.

Worked on Optimum ERP System

- Procurement Module - Direct Payment Vouchers
- Financial Management Module - Bank Reconciliation
- Financial Management Module - Current Account Reconciliation
- Financial Management Module - Journal Vouchers
- Procurement Module – Invoices

Worked on HRMS module

- Prepared HRMS modules for clients
- Employee Files
- HRMS Self Services
- HRMS Processes

Visited Customer (National Bank of Kuwait) for Optimum training

#### Annual World Islamic Banking Conference (WIBC)

- Worked at registration desk

#### Carried a small business on Market Day in Bahrain Polytechnic

#### Created Project Plan and Execution for University Project – Project Management

- Poly Green

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## Skills



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## Languages

English and Urdu Fluent

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## Reference

Beate Schoek-Awachi – General Manager & Human Resources, Al Amthal Group W.L.L.

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