

# Rumeeza Tahreem

Assistant accountant

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## Languages

English

## About

Being a self-motivated and goal-oriented individual in my personal and professional areas, I have great skills and knowledge about Human Resources, Recruiting, Administration, Clerical and Management roles with my professional qualifications. I also introduce myself as a quick learner and adaptable in every environment. I would love to work in a reputed organization using my skills while learning new things for the organization's growth and myself.

### BRANDS WORKED WITH

Permanent Shree sham distributors

## Experience

### ● Assistant Accountant

Permanent Shree sham distributors | Sep 2018 - Jan 2022

- Preparing invoices, bills and accounts payable and receivable
- Managing day-to-day transactions.
- Managing Payroll.
- Verifying Bank deposits.
- Posting daily receipts.
- Managing company ledgers.
- Assisting finance department.
- Assisting with budgets.
- Entering financial information into appropriate software programs.
- Resolving errors in financial reports and correcting faulty reporting methods.
- Processing business expenses.
- Dealing with the internal and external audits.

## Education & Training

2023 - 2024 ● University of East London

Master's degree,

2015 - 2018 ● Satavahana University, India.

Bachelor's degree,