

SOBIA SHAHEEN

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📍 House ZB-174 St # 11 Fauji colony pirwadhai Rawalpindi 📅 01/09/1996 🇵🇰 Pakistani

👤 Female

Profile

To pursue career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality. To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

Professional Experience

07/2021 –
06/2023

LICENSING ASSOCIATE,

PAKISTAN MEDICAL COMMISSION (successor of PM&DC)

- Issuing Faculty Registration cards to Medical & Dental Practitioner
- Issuing Provisional license & Renewal of full license to doctors.
- Correspondence through calls and emails for resolving applicants and institutes issues.

05/2019 –
06/2020

ACCOUNTANT, PIXCIL PVT LTD

- Processing all incoming payments
- Handling petty cash
- Making payments and keeping the bill paid
- Prepare balance sheets, profit, and loss statements, and other financial report
- Ensure all employees receive their salaries timely
- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees

11/2018 – 04/2019

ACCOUNT OFFICER, SUPER CROWN INTERNATIONAL TRAVELS PVT LTD

- Disperse and monitor petty cash resources.
- Perform day-to-day management of financial accounts.
- Update accounts receivable, payable and issue invoices
- Assist in the processing of balance sheets, income statements
- Assist with reviewing of expenses, payroll records etc.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports

01/2018 – 10/2018

ACCOUNTANT, CAPITAL ESTATE & BUILDERS

- Disperse and monitor petty cash resources.
- Answering telephone calls.
- Welcoming visitors to the office and introducing them to the appropriate personnel.
- Providing a range of reports depending on what is requested.
- Prepares payments by verifying documentation, and requesting disbursements.
- Maintain daily expense sheet, balance sheet and profit/loss statements.
- Prepare records, form and manuals for accounting and bookkeeping personnel, and their work activities.

- 12/2016 – 12/2017 **ACCOUNTANT, PIXCIL PVT LTD**
- Processing all incoming payments
 - Handling petty cash
 - Making payments and keeping the bill paid
 - Prepare balance sheets, profit, and loss statements, and other financial report
 - Ensure all employees receive their salaries timely
 - Examining bank statements and reconciling them with general ledger entries
 - Examining expenses submitted by employees

Education

- 2016 – 2018 **M.A (Islamic Studies), Punjab University**
683/1000 1st Division
- 2014 – 2016 **Bachelor of Arts (Computer Studies, Islamic Studies), Punjab University**
562/800 1st Division
- 2012 – 2014 **HSSC (Economics, Islamic Studies), FBISE**
849/1100 1st Division
- 2010 – 2012 **SSC (Islamic studies, General science), FBISE**
789/1050 1st Division

Skills

Teamwork

Time management

Attention to detail

Adaptability

Customer service

Communication

Data Entry management

Accounting

Languages

English



Urdu



Courses

- 04/2013 – 10/2013 **Short Computer Course,**
Govt Degree College for Women Khayaban-e-Sirsyed Rawalpindi
Ms Window, Internet, Typing, Ms Office complete
- 02/2012 – 07/2012 **Ms Office, Pamir Educational Centre**
Ms Word, Excel, Powerpoint
- 02/2012 – 07/2012 **Typing Course, Pamir Educational Centre**
Typing from Typing Master software