

Misba Sayed

Tourist Club Area,

Abu Dhabi, UAE

566227935

Misbasayed2000@gmail.com

Family visa



Professional Summary:

Detail-oriented Data Entry Operator with 1+ years of experience in finance, accounting, and retail management. Proficient in Rujul ERP, Google Sheets, and MS Office.

Education:

Bachelor of Commerce (BCom) in Finance
Rosary College of Commerce and Arts, Goa
(2018-2021)
FPGA: 7.76

Work Experience:

Accountant & Data Entry Operator
Heritage Oasis, Abu Dhabi
(May 2023 - Present)

Accounting & Finance

- Managed full-cycle accounting (AP/AR, GL, financial reporting)
- Reconciled accounts and prepared financial statements (monthly, quarterly, annual)
- Prepared budget, cash flow statements, and financial analysis
- Submitted VAT filing and VAT returns

Administrative Operations

- Managed front desk operations, data entry, and customer service
- Maintained records, files, and databases
- Coordinated with internal and external parties
- Processed payments and managed transactions

Data Analysis & Reporting

- Utilised Google Sheets for data analysis and reporting
- Prepared automated journal entries, ledger accounts, and trial balances using MS Office

Key Skills:

- Data Entry (Rujul ERP)
- Accounting (AP/AR, GL, Financial Reporting)
- Inventory Management
- Sales Operations
- Customer Service
- Data Analysis (Google Sheets)
- MS Office (Excel, Word)
- Attention to detail
- Organizational skills
- Team collaboration

Software Proficiency:

- Rujul ERP
- Tally
- QuickBooks
- Google Sheets
- MS Office (Excel, Word)

Personal Qualities:

- Strong work ethic
- Time management
- Effective communication
- Customer-centric approach

Certifications/Achievements:

- Certificate course in Advanced Excel, Vedysis (2022)
- Certificate of Merit in Business Studies, Jawaharlal Nehru Higher Secondary School (2016)

Dear Hiring Manager,

I am excited to apply for the esteemed position at an esteemed company, leveraging my expertise in finance, accounting, and retail management.

With over 1 year of experience in data entry, accounting, and customer service, I possess:

- Expertise in Rujul ERP, Google Sheets, and MS Office
- Strong analytical and problem-solving skills
- Excellent customer service and communication abilities
- Proven time management and organizational skills

As a detail-oriented Data Entry Operator, my qualifications include:

- Bachelor of Commerce (BCom) in Finance, Rosary College of Commerce and Arts, Goa
- Certificate course in Advanced Excel, Vedysis

I have attached my resume, which provides further details on my experience and qualifications. I look forward to discussing my application.

Thank you for considering my candidacy.

Sincerely,

Misba Sayed

0566227935

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Ms.cjob00@gmail.com