



Shayista Gujri

+966 53 517 9215

Shaaz899@gmail.com

Al Badiyah, Dammam, Saudi Arabia
32243

SKILLS

- Strong interpersonal skills
- Self-directed
- Detailed minute-keeping
- Business correspondence
- Statistic analysis
- Financial reporting
- Busy- Business Accounting Software
- Win Accounting Software
- Tally ERP 9.0 Edition
- MARG Accounting Software
- Core stocky Software
- MS OFFICE MS EXCEL, MS WORD, PowerPoint

EDUCATION

December 2012

Master In Commerce,
Finance, Accounting And
Economics.
IGNOU, Srinagar, J&K, India

December 2009

Bachelor Of Commerce,
Business, Management,
Economics Or Accounting
University Of Kashmir,
Srinagar, J&K, India

October 2013

Bachelor Of Education,
Education
University Of Kashmir,
Srinagar, J&K, India

2010

Diploma, Computer
Application
**Super Advanced Computer
Institute,** Srinagar, J&K,
India

PROFESSIONAL SUMMARY

Energetic, results-oriented team-player eager to bring strong administrative skills to growing company in need of top-level support.

WORK HISTORY

July 2022 - September 2023

P.A To Director Planning, SWD JK Govt, Srinagar, India

- First point of contact for both Executive Directors and Directors, senior officials, and district govt officials
- Maintaining the effective working of their offices in their absence
- Maintaining the highest level of confidentiality and adherence to policies and procedures
- Managing diaries by scheduling, prioritizing, and managing appointments, travel arrangements and papers for meetings
- Managing correspondence, tracking incoming and outgoing correspondence and ensuring replies are produced within the required timeframe
- Read and prioritize incoming correspondence and prepare draft responses as appropriate
- Ensure that cyclical and management deadlines for reports, reviews, budgets are met
- Establish and maintain systems and procedures to support the efficient running of the office.

January 2018 - July 2022

Data Analyst , JKICPS, Srinagar, India

- Managing master data, including creation, updates, and deletion
- Responsible for managing master data sets and ensuring data integrity in public sector
- Develop reports and analyze data to provide valuable insights and recommendations
- Troubleshoot data issues and resolve discrepancies in timely manner
- Utilize various data analysis tools and databases to extract, transform, and load data
- Collaborate with stakeholders to understand data requirements and provide accurate and relevant information
- Stay updated with industry trends and best practices in data analysis
- Conduct thorough data quality checks and ensure compliance with data governance policies
- Present findings and reports to management, highlighting key findings and actionable insights
- Continuously improve data processes and workflows to enhance efficiency and accuracy.

January 2014 - January 2017

Business Manager Cum Accountant, ROYAL BHAT SALES CORPORATION, Srinagar, India

- Overseeing and supervising company's activities and employees
- Keep workers aligned with goals of the company
- Providing administrative support for the marketing department

LANGUAGES

English

Advanced

Urdu

Native

Hindi

Intermediate

PERSONAL DETAILS

Date of Birth / Age:

25/5/1988

Nationality: Indian

Marital Status: Married

Visa Status: Dependent

Gender: Female

Religion: Muslim

Passport: : R6097990

Other: Iqama Number :
2556399398

- Working for achievement of monthly, quarterly, Yearly sales Target
- Recording all the accounting transactions on a daily basis
- Posting revenue and expenditure in the proper books of accounts
- Preparation of Taxation related documents
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliation of all accounts to ensure their accuracy
- Provide necessary information to the Auditors who create the company's financial statements for Income Tax purposes and for the Board Management
- Process the payroll in a timely manner
- Raising the invoices in system
- Maintaining of supplier's online software's
- Accounting for invoices
- Review of payment vouchers & documents
- Preparation of cheque and releasing to vendors
- Vendor account management
- Review of Purchase Orders
- Expense Analysis
- Preparation of management reports and executing adhoc reports and requirements
- Monthly financials preparation and reporting to management

April 2011 - December 2013

TGT Teacher, Goodwill High School, Srinagar, India

- Developing lesson plans as per the curriculum
- Conducting tests for students on a monthly and weekly basis to track their progress
- Responsible to conduct extracurricular activities for the students
- Helping and guiding the weak students in their curriculum
- Conduct extra classes for weak students
- Arrange Parents Teacher Meeting
- Help managing student behavior.