

## MUNAZA RASHID

KSA Resident ID: Valid

 : Riyadh, KSA

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### **OBJECTIVE:**

To Build a career in financial domain and be part of a reputed Organization where I can make a contribution to the organization and hope my skill will explore my potentiality.

### **SKILLS OF SUMMARY:**

- Extensive knowledge of creating accurate account for large and medium sized business firm.
- Good knowledge of store keeping standards and regulations.
- Excellent communication and customer service skills.
- Highly Skilled in preparing financial statements and documentation.
- Attention to detail and ability to work independently under Pressure.

### **WORK EXPERIENCE**

#### ✓ **BANGLADESH INTERNATIONAL SCHOOL (ENGLISH SECTION), Riyadh (2023-PRESENT)**

- Edexcel A level Economics Teacher
- IGCSE (Business & Economics) SUBJECT TEACHER

### **Designation: Account Officer**

#### ✓ **SHAHKAM INDUSTRIES Pvt. (Ltd.), 2012 - 2015**

##### **JOB RESPONSIBILITIES:**

- Recording, checking and tracking all incoming and outgoing project documents.
- Develop and maintain document control process for the efficient management and recording all documentations.
- Maintain all the gate pass entries on daily basis.
- To prepare all Bank record and transactions through software on daily basis.
- Responsible for monthly bank reconciliation statement.
- Responsible for dealing and keeping tax record of different companies.
- To maintain relationship with export department.
- To keep and check the records of payroll on monthly basis.
- To train the new colleagues and internees.
- Responsible to facilitate the Auditors and provide all the records.

**Designation: Assistant Account Officer**

✓ **IMRAN AKHTAR & CO.**  
2011 - 2012

**JOB RESPONSIBILITIES:**

- Online Book-Keeping through Software for all Goods receipt and return note and Store transfer note.
  - Data entry through software for all relevant clients.
  - To maintain the records of daily transactions thorough software on daily basis
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**LANGUAGES:**

Fluency in English, and B1 in Arabic.

**EDUCATION QUALIFICATION:**

| YEAR      | COURSE NAME                          | Institute Name                                        |
|-----------|--------------------------------------|-------------------------------------------------------|
| 2009-2011 | MB.E (Masters of Business Economics) | University of the Punjab, Pakistan                    |
| 2007-2009 | B.Com (Bachelors of Commerce)        | Govt. Poly Technique Institute<br>For women, Pakistan |

**CERTIFICATES:**

CELT-S (Cambridge English language teaching-secondary) 2021-2021  
TKT (Teaching Knowledge Test) 2020-2021

**COMPUTER PROFICIENCY:**

Operating System : Window XP, Windows 8.1  
Packages : M.S Office. M.S Excel  
Peach Tree : Peach Tree Accounting Software 2009