



03242030394/03208282752



street#5  
Korangi Karachi  
74900



sumairasaleem7@gmail.com

# SUMAIRA SALEEM

Accountant & HR Officer

Believing in my strength, skills and capabilities, eager to be a useful member of a vibrant organization to uphold, maintain and continue the obligation of imparting acquired knowledge of work and to put my experience, accomplishment and proficiency for personal growth and help achieve professional excellence and impart the same in return and to be a team player of your outstanding team, in a Excellent Organization.

## Experience

### Umar Garments

Accountant & HR executive

2014 - Till now



#### HR RESPONSIBILITIES:

- Solved attendance and salary problems.
- Checked all E-mails and solved all issues.
- Opening bank accounts all factory employs.
- Generate all daily Production files.
- Calculate daily Over Time & Attendance through Software.
- Generate Payroll all salaried employs
- Generate all important documents files.
- Generate personal file.
- Handle software issues.
- Arranging meetings.
- Look after other responsibilities.

#### ACCOUNTS RESPONSIBILITIES:

- Maintain ledger with ledger book.
- Suppliers bill verify with software.
- Check salary, advance and loan with previous record.
- Prepare bank letter with bank software.
- Prepare cash cheque.
- Prepare general voucher daily on software.



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## Institute Of Cost And Management Accountant Pakistan” (ICMAP)

Admission officer

December 2012 - March 2014



- Customer representative.
- Making staff attendance records
- Maintain Payroll and student fees records
- Maintain student file record.
- Conduct test for all semester and students.
- Preparation for seminars.
- Enter all students' record on data base.

## Chase a Mendoza (Medicam group of Company)

HR officer

January 2010 - December 2011



primary responsibilities included Banking and Office related. I have been

Responsible

For all facts of Bank and Office works assigned. A brief of major responsibilities

Include.

Maintain all contract employees files including staff personal files.

Maintain employee's attendance record.

Working on payroll, including maintain leaves record.

Maintaining production record and take case H.R responsibility etc.

## Pak Oxford Grammar School

Teaching

September 2008 - December 2009



One year's & Three months worked experience as an Instructor

## Education

### Matric Board Of Karachi

Computer Science



### Inter Board of Karachi

Intermediate in Library Science



### University of Karachi

Bachelors of Arts (Eco)





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## Domino

English Language course.



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## Areena Multimedia

Six months Course of CIT including MS.Office,



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## INTERESTS

Teaching, Reading books and Net surfing

## REFERENCES

Will be furnished on Requested