



Rida Ishaq

Accountant & Finance

A Skillful and dynamic BS (A&F) undergraduate with demonstrative capacity and highly motivated to work in a challenging and rewarding environment

Contact

Phone

03477147647

Email

ridaishaqch@gmail.com

Address

House No #747, Street No # 5 Model Town
Humak, Islamabad

Education

2019-2023

Bachelors in Accounting & Finance
COMSATS University Islamabad

2014-2016

F.SC

Punjab group of colleges Ayyub Park,
Morgan Rawalpindi

Expertise

- Microsoft word
- Microsoft Excel
- QuickBooks-Beginner
- Xerox- Beginner

Language

English

Urdu

Experience

1 year - Present

Reliance hospital

Accounts & Finance Manger

My responsibilities as a manager to take daily financial decision, Make month to date reports, assigning task to team members and to ensure zero error entries, forecasting and planning monthly budget and have a check and balance on inflow and outflow reports

6 Months

Silver Arc Limited

Accountant

My primary job is to prepare accounts, Analysis and then matching with PDB and SDB in an EXCEL. Later on I was using DEXT, XERO, and QUICKBOOKS accounting software to do things in an advanced level. I have done work on many sole-traders as well as companies. I also have worked on VAT of auto workshop related industry and IT Company.

July 2021- Aug-2021

Pak Electron (PEL), Limited

Internship

My Job was to handle the data regarding the post-purchase of PEL products and facilitate them with customer requirements. All work was done on ERP System

September 2021-October 2021

Bank Alfalah

Internship

During my internship at Bank Alfalah, I worked in different roles across Account Opening, Clearing, Remittance, consumer finance branch operation, and credit.

Certifications

QuickBooks