



# SANA TARIQ

Accounts and Administrative Assistant

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## ABOUT ME

Dedicated and detail-oriented Administrative and Accounts Assistant with over 5 years of experience in procurement, data entry, report preparation, and client communication. Proficient in QuickBooks, Microsoft Office, and Google Workspace. Adept at managing schedules, coordinating tasks remotely, and delivering timely results in fast-paced environments. Strong communication, negotiation, and organizational skills.

## EDUCATION

### MBA- Finance

GC University Faisalabad, Pakistan  
2009 - 2011

### Bachelor in Commerce

University of the Punjab Lahore, Pakistan  
2006 - 2008

## SKILLS

- QuickBooks & Accounting Software
- Payroll & Financial Reporting
- Email & Schedule Management
- Microsoft Office & Google Workspace
- Strong Communication (Written & Verbal)
- Time Management
- Research & Data Analysis

## PROFESSIONAL EXPERIENCE

2025

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2024

### Accounts & Administrative Assistant

Branch of Sino hydro Cooperation Limited, Riyadh

- Managed client communication, maintained sales records, and scheduled meetings.
- Maintained organized records of purchase orders, invoices, and internal documentation.
- Provided administrative support to remote teams and assisted in financial data entry.
- Delivered high-level customer service and resolved queries promptly.

### Procurement and Admin In charge

2020

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2023

Marhaba Marbles & Tiles ,Faisalabad, Pakistan

Prospected and qualified leads through cold calling, email campaigns, and networking events.

Handling petty cash in order to meet day-to-day urgent expenses.

Maintained up-to-date knowledge of product features and benefits to provide accurate information to clients.

Collaborated with the marketing team to develop targeted sales materials and promotional offers.

Provided exceptional customer service, addressing inquiries and resolving issues on time.

2015

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2018

### Account officer

Kips Academy, Lahore, Pakistan

Process journal entries to prepare Financial reports monthly, half-year, quarterly, and yearly.

Prepare Daily cash report (DCR), Vouchers (CRV, CPV, BRV)

Deal with Petty cash for day-to-day expenses

## REFERENCE

### Nouman Maqbool

Lead Safety Trainer

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