**Shakeela Saddique**

Address: 146-A, Block A, Sector A-2, Township Lahore

E-mail: shakela.saddique@gmail.com

Contact No. 0308-5080326

Dear Recruiter,

To introduce myself, I am Shakeela Saddique, Senior Officer (Finance & Accounts) with Attock Petroleum Limited (APL) since May 2015 till present. Prior to APL I have been with Radio Buraq as a Finance Executive, for over 3 years starting from August 2011 till December 2014.

I hold Master degree in Business Administration and I did my specialization in finance. I'm into handling of accounts payable/receivables. I possess strong knowledge of supplier/ Customers management when it comes to processing and invoicing (as per organizational procedures and policies), petty cash management, indirect payments processing, Bank Reconciliation, payroll possessing, Income/sale tax filing, sales commission, annual advertisement tax, justification of accounts, Record keeping.

I'm currently looking out for an opportunity in my relevant field/industry and would like to apply within your organization .I would really appreciate if you could have a look into my Resume.

I look forward to hearing from you soon.

Sincerely,

Shakeela Saddique