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# NABILA SHAMIM

ACCOUNTING & FINANCE PROFESSIONAL

## ABOUT ME

Ambitious, and enthusiastic Accounting and Finance Professional with over **05 years** of extensive experience in operational accounting and in evaluation of accounting systems, with a successful track record of extraordinary performance.

Looking forward to achieve a challenging and rewarding position with a dynamic group utilizing the skills developed through educational background and work experience allowing professional growth and career advancement with an opportunity to excel.

## KEY SKILLS

- GENERAL ACCOUNTING
- ACCOUNT PAYABLES & RECEIVABLES
- SALES AND INCOME TAX
- ACCOUNT RECONCILIATION
- FINANCIAL REPORTING
- EXPENSE TRACKING AND ANALYSIS
- PAYROLL PROCESSING

## CORE COMPETENCIES

- Proven track record of working independently to manage the accounts recording and financial reporting requirements of an organization.
- Solid knowledge of Financial and Accounting procedures.
- Proficient in Advanced MS Excel and various Financial Software's.
- Able to manage and coordinate a range of tasks and competing priorities.

## WORKING HISTORY

**Sr. Accounts Executive**  
May 2019-Present

- IT VERTICALS. INC**  
Direct Reporting: Chief Executive Officer
- USA sales tax (all states) for Monthly, Quarterly, Semiannually and Annually
  - US suppliers accounts payable
  - Payment gateways (Braintree, Paypal, Chase) reporting.
  - Credit card reporting and validations
  - Profit margin reporting
  - Marketplace (Amazon, Walmart, Sears) Reporting and validation, profit margin report
  - Chargebacks validations
  - Validation and reporting of Shipping (FedEx, USPS, UPS, Stamps)
  - Payroll management.
  - Income tax return management
  - Annual tax return management (Financial statement of Pakistan)
  - Any other task assigned or if needed to be done/supervise

**Finance Officer**  
Feb 2017-Apr 2019

- HONDA SITE/CRISIS MANAGEMENT (PVT.) LTD**  
Direct Reporting: Finance Manager
- Responsible for financial management and control, including accounting, records, financial operations.
  - Prepared and issued Sales tax and invoice.
  - Created monthly sales and collection report.
  - Ensured reconciliation of bank and customer accounts.
  - Managed receipt and payment voucher.
  - Handled Petty cash.
  - Processed Payroll on a monthly basis.
  - Track and record monthly attendance record.
  - Contributed to the preparation of financial statements and produce accurate monthly financial reports.
  - Supporting the Finance Manager with projects and tasks when required.

**Admin Assistant**  
Feb 2016-Jan 2017

- AMI SCHOOL**  
Direct Reporting: Administration Manager
- Performed a variety of duties categorized by either financial or administrative support.
  - Assist in the preparation of monthly payroll including calculation of attendance record, EOBI and Income tax.

<div>PERSONAL SKILLS</div> <ul style="list-style-type: none"> <li>Outstanding Communication</li> <li>Strategic Thinker</li> <li>Attention to Detail</li> <li>Time Management</li> <li>Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>Maintained staff record and company database in hard and soft copies.</li> <li>Scheduled and conducted initial interview of candidates.</li> <li>Managed yearly contract for permanent and contractual employees.</li> </ul>
<div>TECHNICAL SKILLS</div> <ul style="list-style-type: none"> <li>Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access)</li> <li>ERP</li> <li>Oracle 6.1</li> <li>Peachtree</li> <li>Quick Book</li> <li>Asana</li> <li>Time Doctor</li> </ul>	<div>EDUCATION</div> <div> <div>2022</div> <div> <b>FMVA Certification</b>  <b>On-Going</b>  Corporate Finance Institute </div> </div> <div> <div>2018</div> <div> <b>MASTER OF BUSINESS ADMINISTRATION - MBA</b>  <b>Major: Finance</b>  Muhammad Ali Jinnah University   Karachi, Pakistan </div> </div>
<div>PERSONAL INFORMATION</div> <ul style="list-style-type: none"> <li>Date of Birth: April 1989</li> <li>Nationality: Pakistani</li> <li>CNIC No: 42101-5307777-6</li> </ul>	<div> <div>2010</div> <div> <b>BACHELOR OF SCIENCE - BSc (Hons)</b>  <b>Major: Geology</b>  Federal Urdu University   Karachi, Pakistan </div> </div> <div> <div>2006</div> <div> <b>INTERMEDIATE (Science)</b>  Govt. Degree Girl's Science/Commerce College   Karachi, Pakistan </div> </div> <div> <div>2004</div> <div> <b>MATRICULATION (Science)</b>  City Public School   Karachi, Pakistan </div> </div>
<div>LANGUAGES</div> <ul style="list-style-type: none"> <li>Urdu (Native)</li> <li>English (Conversational: Oral and Written)</li> </ul>	<div>REFERENCE</div> <p>Will be furnished on request.</p>