

Rabia Nadeem

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Al-Barsha, Dubai, United Arab Emirates, X0X 0X0

PROFESSIONAL SUMMARY

To join a dynamic organization where in I would be able to contribute to the growth of the company & abilities. My object is to pursue a career, where I shall professionally utilized my experience and this organization will provide me with an opportunity to excel in my profession.

WORK EXPERIENCE

Accountant Jul 2020 - Dec 2022
Desert Explorers • Dubai

Freelance accountant Jan 2020 - Jun 2020
online • Dubai

Accountant Nov 2016 - Dec 2019
Metro Cash and Carry • Lahore, Pakistan

Assistant Financial Analyst May 2015 - Apr 2016
Sunny Enterprises LTD • Lahore, Pakistan

Management accounting –Stock valuation
Report on the financial Viability
Variance Analysis Report Of Training Institute
Auditing on own cost of contractors to Fudge Positions

Manager Sep 2006 - Aug 2013
Zenith Associates • Lahore, Pakistan

Obtain and maintain thorough understanding of The Financial Reporting and General Ledger Structure
Ensure an accurate and timely monthly, quarterly and year end close
Ensure the timely reporting of all monthly financial information
Ensure the accurate and timely processing of positive pay transactions
Supports budget and forecasting activities
Collaborates with the other finance department managers to support overall department goals and objectives
Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
Responds to inquiries from the Director Of Finance and other finance department employees
Assist in development and implementation of new procedures and features to enhance the work flow of the department
Provide training to new and existing staff as needed
Support Director Finance with special projects and workflow process improvements

Internee
Askari Commercial Bank LTD • Lahore, Pakistan

Sep 2005 - Dec 2005

EDUCATION

CIMA 2011
Chartered Institute of Management Accountants -UK • Lahore, Pakistan

- Financial Operations (Chartered Institute Of Management Accounting) CIMA UK.
- Enterprise Operations (Chartered Institute Of Management Accounting) CIMA UK.
- Certificate In Business Accounting (Chartered Institute Of Management Accounting) CIMA UK.

Bachelor's in commerce (I.T) Sep 2003 - Jun 2005
University of the Punjab • Lahore, Pakistan

Intermediate in Commerce Aug 2000 - Jun 2002
Garrison Post Graduate College for Women • Lahore, Pakistan

Matriculation Mar 1990 - Mar 2000
Azam Garrison School • Lahore, Pakistan

SKILLS

Diploma In DSS (Decision Support System)MS-WordData Science Training Diploma (ongoing)

PROFESSIONAL CREDENTIALS

Ielts
WES credential evaluation

VOLUNTEER WORK

Teaching
Knowledge school • Lahore

AWARDS AND HONOURS

Sports And Extra Curricular Activities 2004

- Certificates in P.T Display--1992
- Certificate in March Past---1995
- Certificate in Scottish Dance---1995
- Certificate in Aerobics--1996
- Certificate in Fine Arts---1996
- Certificate in H. Eco Exhibition---1997
- Certificate in Fine Arts----1997
- Certificate in Net Ball---1998
- Certificate in Science Exhibition---1997

- Certificate in National Songs----1999
- Certificate in Net ball----1999
- Certificate in Statistical Exhibition----2004
- Certificate Of Completion In Code Of Life in University Of The Punjab---2004