

Rabea Fatima

Finance, Accounts Payable & Receivables



Contact



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About Me

Rabea Fatima is a finance professional with a BBA Hon's in Finance and 4 years of experience in Accounts and Finance. Skilled in financial analysis, budgeting, and managing financial records, she brings a strong analytical mindset and attention to detail to every role. Rabea excels in creating efficient financial processes and delivering accurate financial reports to support strategic decision-making.

Skills

- Accounts Management
- Account Reconciliation
- Financial Accounting
- Invoice Processing
- Book Keeping
- Accounting & Finance
- Financial Reporting
- Financial Analysis

Education

- **BBA Hon's in Finance**
Arid Agriculture University Rawalpindi 2019 - 2023

Experience

- **Accounts and Finance Officer** Feb 2023 - Till Date
Raast Solutions, Rawalpindi

I am an experienced Accounts and Finance Officer currently serving at Raast Solutions, where I handle a diverse range of responsibilities. My role involves managing financial transactions, maintaining accurate records, bookkeeping, Accounts Receivable, Accounting, Invoicing and ensuring compliance with accounting standards. I specialize in generating invoices for our esteemed clients in the USA and Australia, ensuring precision and timeliness in all financial processes. With a keen eye for detail and a commitment to excellence, I contribute to the financial health and success of our organization. Connect with me to explore opportunities for collaboration or to discuss financial matters.

- **Accounts & Finance Executive** Feb 2022 - Jan 2023
Appnex Pvt Ltd., Islamabad

- Managed and maintained financial records, including accounts payable and receivable, ensuring accuracy and compliance with company policies.
- Assisted in the preparation of monthly financial statements and reports, contributing to the overall financial planning process.
- Conducted financial analysis to support budgeting and forecasting activities, helping to drive strategic decision-making.
- Collaborated with internal teams to streamline financial operations, enhancing efficiency and reducing processing times.
- Supported external audits by providing necessary documentation and clarifying financial transactions.

- **Accountant** Jan 2021- Jan 2022
Phone World, Islamabad

- Managed day-to-day accounting operations, including bookkeeping, general ledger entries, and reconciliations, to ensure accurate financial reporting.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, to provide insights into the company's financial health.
- Processed payroll and handled accounts payable and receivable, maintaining efficient cash flow management.
- Assisted in month-end and year-end close processes, ensuring timely completion and compliance with regulatory standards.

Certificates

Book Keeping Basics	Dec 2023
Customer Relationship Management (CRM)	Dec 2023
Creative Certification Exam	Aug 2024
Google Ads Apps Certification	Aug 2024