

Maryam Jamil

ID: 37405-6633461-8 | **Work permit:** Pakistani | **Date of birth:** 16/03/1988 | **Place of birth:** ISLAMABAD, Pakistan |
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WORK EXPERIENCE

22/08/2022 – CURRENT ISLAMABAD, Pakistan
SENIOR FINANCE OFFICER ENERGY & SECURITY GROUP, LLC

- Managed **financial controls, compliance reporting, and budget tracking** to ensure financial integrity.
- Streamlined **financial reporting, payroll processing, and tax documentation** to improve efficiency.
- Leveraged **QuickBooks** for **accounting, reconciliation, and financial forecasting**.
- Developed and maintained **CRM databases**, improving outreach and engagement.
- Analyzed financial performance and provided strategic insights for business operations.

01/10/2013 – 30/06/2018 ISLAMABAD, Pakistan
FINANCE OFFICER ALIGHT PAKISTAN, FORMER AMERICAN REFUGEE COMMITTEE

- Managed **financial reporting, payroll, budget control, and tax compliance**.
- Assisted in **project financial planning and grants spending management**.
- Ensured financial transparency through **audit preparation and compliance tracking**.
- Managed **payroll processing, leave records, and recruitment procedures**.
- Assisted in drafting **HR policies & compliance procedures**.
- Reviewed financial transactions to ensure compliance with **procurement policies**.

01/07/2012 – 31/08/2012 ISLAMABAD, Pakistan
FINANCE INTERN BESTWAY CEMENT PRIVATE LIMITED

Maintained **sales tax and withholding tax records**, ensuring compliance with regulatory requirements

03/05/2011 – 06/09/2011 ISLAMABAD, Pakistan
FINANCE INTERN CHINA MOBILE PAKISTAN LIMITED

Assisted in **preparing statutory tax filings and maintaining tax databases**

EDUCATION AND TRAINING

MASTER OF SCIENCE IN FINANCE Shaheed Zulfiqar Ali Bhutto Institutes of Science & Technology

Islamabad, Pakistan
BACHELORS IN BUSINESS ADMINISTRATION - FINANCE International Islamic University, Islamabad

LANGUAGE SKILLS

Mother tongue(s): **URDU**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

ERP Systems & Tools

Enterprise-Resource-Planning-Software (ERP) | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Accounting Software (Quickbooks, Account Edge)

Interpersonal Skills

Ability to work in a team and autonomously | Good listener and communicator | Organizational and planning skills | Team-work oriented | • Adaptable to fast-paced and technology-driven environments

● **HONOURS AND AWARDS**

2016

ARC Global Changemaker Award – ARC

Among Top 10 Changemakers