

# NOMITA CLAMTINA

ASSISTANT ACCOUNTANT|  
HR ASSOCIATE|INDUSTRIAL PSYCHOLOGIST

## CONTACT

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## PROFILE SUMMARY

Motivated and versatile professional with a dual background in Accounting and Industrial Psychology. Known for strong communication, organization, and problem-solving skills. Experienced in HR, administration, and finance operations, with a passion for optimizing workplace processes and enhancing employee well-being.

## EDUCATION

- 09-2024 - Present  
MBA - Master of Business  
Administration  
**FOUNDATION UNIVERSITY  
RAWALPINDI CAMPUS**
- 09/2020 - 09/2024  
MS Clinical Psychology  
**FOUNDATION UNIVERSITY  
RAWALPINDI CAMPUS**
- 09/2016 - 08/2020  
BS Psychology  
**FOUNDATION UNIVERSITY  
RAWALPINDI CAMPUS**

## SKILLS

- Problem solving
- Organization
- Communication
- MS Office
- G-suite
- HRMS & Reporting

## LANGUAGES

- English: Fluent
- Urdu: Fluent
- Sindhi: Basics

## WORK EXPERIENCE

### R.A.K Services

APR 2024 - PRESENT

Accounts Executive – HR & Admin Department

- Coordinate internal processes, schedules, and client receivables/payables
- Manage petty cash, update policies, and oversee correspondence
- Organize events (corporate dinners, town halls, board meetings)

### R.A.K Services

Jul 2023 – Apr 2024

Accounts Assistant – Paperwork & Inventory

- Recording financial transactions
- Maintaining Ledgers and trial balances for Clients
- Checking inventory and ordering

### R.A.K Services

Mar 2022 – Mar 2023

HR Associate – HR & Administration

- Aided the company in recruiting and hiring qualified personnel along with the onboarding of new employees
- Oversaw the management of mail and communications between management and departments.
- Worked with senior leadership to develop and implement strategies to improve employee performance