

☎ 03171577665
✉ mishalkhan062@gmail.com
📍 Rawalpindi Cantt, Pakistan
<https://www.linkedin.com/in/mishal>
-мишал-2650171b3

S U M M A R Y

Results-oriented accounting and finance professional with over **3.5 years of core experience** in financial reporting, ledger maintenance, payroll processing, taxation (IRIS & FBR), and bank reconciliation. Proficient in managing confidential financial documents, preparing financial reports, and ensuring regulatory compliance. Strong analytical, communication, and multitasking skills with a commitment to accuracy and confidentiality.

S K I L L S

- Financial Reporting
- Bank Reconciliation & Ledger Management
- Payroll Processing & Tax Filing (IRIS/FBR)
- Journal Entries & Vouchers
- Budget Preparation
- Remittance Handling (Inward/Outward)
- Communication with Banks & CEO
- Statements tally with Accounting Software

MBA – Finance (3.5 Years)

NUML, Islamabad | 2022
CGPA: 3.15 / 4.00

Bachelor of Commerce (B.Com)

University of the Punjab

Intermediate in Commerce (I.Com)

Global College System (FBISE)

Matriculation

Rainbow Public School (FBISE)

Certifications

- Accounting Fundamentals – Microsoft
- National Financial Literacy Program for Youth

Mishal

I'm Shabana Mishal A **mid-level accounting professional** with 3+ years of experience.

E X P E R I E N C E

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Senior Accountant at Apptrick (2022 – Continue)

- Prepare financial statements, ROI reports, and monthly revenue reports
- Handle budgeting and financial planning for Apps/software & their cost campaign
- Reconcile bank statements with ledgers and ensure accurate journal entries.
- Create SWIFT inward invoices and manage remittance transactions
- Directly Communicate with CEO regarding receivables and overall cash flow
- Prepare tax documentation for owners' personal and business filings
- Process payroll, deduct income tax, and file returns via IRIS & FBR portals.
- Manage company registration and renewal processes.
- Maintain bank relationships and handle financial adjustments and reconciliations.
- Participate in the budgeting process and generate payment vouchers.
- Maintain daily cash in hand and monitor business expenses.
- Ensure accuracy and confidentiality in handling financial data.
- Manage confidential financial documents
- Track and manage other business expenses and reporting
- Posting all types of transactions
- Handle budgeting and financial planning for company events

### Invigilator – FBISE Board Exams

Worked as an invigilator in FBISE 9th grade board exams (2022)

### Assistant – Al-Rehman School

Maintained records and assisted in daily administrative tasks (8 months)

### University Project – Matchbox Product Development

Designed a matchbox, analyzed cost and profit, and prepared a detailed report including pricing, production, and sales strategy. Scored 19/20.

### Group Project – Unilever Financial Analysis

Analyzed one year's financial data of Unilever and presented the company's financial position as a team project

Dear Hiring Manager,

I am writing to express my interest in the **Accountant/Finance** position at your esteemed organization. With an MBA in Finance from **NUML, Islamabad**, and over **four years of hands-on experience** in accounting and finance roles, I am confident in my ability to contribute effectively to your finance team.

I have worked for **3 years and 6 months in core accounting**, followed by **8 months as an Assistant**, where I developed a solid understanding of financial management, reporting, and compliance. My key responsibilities have included:

#### Core Competencies

- Financial Reporting
- Bank Reconciliation & Ledger Management
- Payroll Processing & Tax Filing (IRIS/FBR)
- Journal Entries & Vouchers
- Budget Preparation
- Remittance Handling (Inward/Outward)
- Directly Communication with Banks & CEO
- Microsoft Excel & Accounting Software (Tally)

I am proficient in using accounting tools and platforms, and I have a strong command of financial analysis, reporting, and regulatory compliance. My ability to manage complex financial operations with accuracy and confidentiality makes me a strong fit for your finance department.

I am excited about the opportunity to bring my expertise and dedication to your team. I look forward to the possibility of discussing how my background aligns with your company's goals.

Thank you for considering my application. I am available for an interview

Sincerely,

**Shabana Mishal**

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