

Nusrat Shaheen

Accounts Executive

☎ +923179467974

✉ guriaali767@gmail.com

🏠 Sector G-11, Islamabad

Dedicated and detail-oriented accountant with 04 years of experience in accounts and finance domains. Proven track record of accurately maintaining financial records, bank, vendor and customer's reconciling accounts, and delivering insightful management financial reports.

Sectors that have contributed my skills;

- Hospital Industry
- Trading & Exchange
- Travel & Tours

Professional Experience:

Accounts Executive

April 15, 2024 -Present

SIX SIGMA TRAVELS PVT LTD.



Key Responsibilities:

- Preparation of bank reconciliation of all bank accounts of group Companies.
- Review and Clearance of transactions pending in bank reconciliations.
- Correction of wrong entries in the software
- Preparation of network wide Cash-in-Hand reconciliation (RV reported vs RV posted)
- Prepare consolidated daily cash status report (GL vs Branch Report)
- Post monthly finalized closing entries in the D-Biz (Bank charges/ profit/ tax etc.)
- Any other responsibilities, management may choose to delegate from time to time.

Assistant Manager Accounts & Finance

December 2020- March 2024



**Asia General
Hospital**

Asia General Hospital is known for its excellent services, fully trained paramedical staff, up-to-date medical technology, and best-certified doctors to help patients in need

Key Responsibilities:

- Managing Accounts Receivable & Payables

- Withholding **Income & Sales** Tax Deductions
- Vendor, Customer and Bank **Reconciliations**
- Manage and coordinate the monthly **financials** and year-end processes.
- Perform business reviews and advise on **revenue enhancement** and cost rationalization.
- Coordinate with **internal/ external auditors** and tax consultants and ensure accurate and timely preparation and submission of **statutory financial statements**, tax returns, and other statutory requirements.
- Managing non funded credit limits and **import contracts** from banking sector.
- Prepare fund statement reports for directors and **working capital management**.
- Assist in **payroll** working

Senior Accounts Officer – AA Exchange Co. (PVT) Ltd. July 2020 –December 2020

AA Exchange is an established name in the money exchange & remittance business. AA Exchange has been serving its customers through its product and services over more than 13 years.



Key Responsibilities:

- Maintaining the record of inward/Outward remittance in accounting software.
- Maintaining the record of advances made against rent & Services.
- Maintaining the record of closing balance in head office through bank reconciliation statement Inward/Outward remittance against different branches in accounting software.
- Maintaining the record of advance salaries made against different branches employees.
- Handling payments and purchasing errors in accounting software.
- Prepare monthly utility bills and Maintaining the Monthly Reports.
- Coordinate with HR & Compliance Department & other tasks and assignments.

Education

Masters of Commerce (M.COM)

Quaid-i-Azam University Islamabad

2019-2022

Bachelors of Commerce – B.COM

Islamabad Model College of Commerce for Girls, F-10/3

2017-2019

Training & Certification

- Income and Sale Tax returns
- SAP-S4 HANA Basic
- Microsoft Office
- Wall Soft
- Microsoft Excel
- ERP
- SIDAT HYDER Financials

Other Details

Nationality : Pakistani

Marital Status : Married

Interest : Travelling and cooking