

Hira Malik

Accountant | Rawalpindi | +92 336 5319522 | hira31630@gmail.com

WORK EXPERIENCE

Aug 2025- Present	Accounts Associate, Bahn Freight Logistics	Rawalpindi
March 2024 – March 2025	Accountant, Capital Constructors and Builders (Private) Limited ▪ Use ERP systems to post vouchers, record payments, and manage financial transactions. ▪ Prepare and maintain financial records, reports, and statements. ▪ Process payroll and maintain employee financial records. ▪ Conduct financial analysis, budgeting, and forecasting. ▪ Registration of assets on software.	Islamabad
June 2023- Feb 2024	Accounts Officer, Uniplace, Islamabad • Making Payroll summary • Revenue sheet • Balance Sheet • Dealing with student's daily queries • Assist in recruitment and onboarding process of new hiring • Managing student's online portal	Islamabad
July2020- Nov 2022	Account Assistant/ SAP Consultant at WAPDA / NCBMS, Islamabad/Rawalpindi • Process accounts payable and receivable transactions using SAP. • Maintain and reconcile general ledger accounts. • Assist in the preparation of financial reports and statements. • Assist in bank reconciliations and monitor cash flow. • Assist in budgeting, forecasting, and financial analysis. • Generate reports from SAP for management review. • Address and resolve accounting discrepancies. • Collaborate with internal teams to improve financial processes.	Islamabad
Internship July 2019- August 2019	Internee, National Bank of Pakistan, Islamabad • Checking of financial statement • cheque drafting • Account Opening	Islamabad

EDUCATION

2022-2024	<u>MBA Finance</u> , National University of Modern Languages (NUML)	Islamabad
2016-2020	<u>BS Accounting and Finance</u> , National University of Modern Languages (NUML)	Rawalpindi
2014-2015	<u>Fsc Pre Engineering</u> , Punjab Group of Colleges for Women	Rawalpindi

SOFTWARE

- Excel
- SAP
- QuickBooks
- Peachtree
- PowerPoint
- Microsoft Word

SKILLS

- CSR at National University of Modern Languages
- Accounting Seminars at National University of Modern Language
- Food stalls in Entrepreneur week at National University of Modern Languages
- Conducting Interviews at Brighto paints, PTCL,

RESEARCH AREA (FYDP) Business Plan regarding the online application to provide services to pet owners and platform to vendors.

RESEARCH AREA (Thesis) Impact of firm value on engineering sector of Pakistan.

LANGUAGES

- Urdu (Native)
 - English (Proficiency Certificate)
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