

Iqra Habib

A detail-oriented and dedicated professional with hands-on experience in accounting and financial operations at AIM Inc. (Canada). Skilled in managing accounts payable, payroll, invoicing, and bookkeeping using tools like FreshBooks and QuickBooks. Known for accuracy, organization, and reliability in maintaining financial records and supporting smooth departmental workflows. Alongside my accounting expertise, I have developed a strong interest in management, HRM, and administrative tasks, where I aim to apply my coordination, communication, and problem-solving skills to support efficient office and team operations.

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EDUCATION

MS Management Sciences

Bahria University Islamabad

09/2024 - Present ISLAMABAD

BS Accounting and Finance

Air University

09/2018 - 06/2022 ISLAMABAD

WORK EXPERIENCE

Assistant Finance

Architecture in Motion

08/2024 - 10/2025 Oakville, ON Canada - Remote
Achievements/Tasks

- Prepare and issue client invoices using FreshBooks, and manage Purchase Orders (POs) Bills in QuickBooks.
- Managed payroll processing and ensured timely employee payments. Other payroll activities, including preparation of pay slips and maintaining accurate employee compensation record.
- Ensured accuracy and compliance in all financial transactions.
- Maintain detailed Excel records of accounts payable, ensuring up-to-date financial tracking and reporting.
- Reconcile and update the Statement of Accounts (SOA) to monitor company transactions.
- Assist in financial documentation and record-keeping to support audits and compliance requirements.

ASSISTANT RESEARCHER

DE RISC (Islamabad)

06/2022 - 09/2022
Achievements/Tasks

- Interacted with clients, Maintain detailed Excel records
- Data Collection, reviewed documents and information.

SKILLS

- Microsoft Excel
- Financial record-keeping & reporting
- Payroll administration
- Invoicing & accounts payable management
- Proficiency in FreshBooks, QuickBooks, and Excel
- Collaboration
- Communication and Presentation

PERSONAL PROJECTS

DECREASED STUDENT ENROLLEMENT AT AIR UNIVERSITY (09/2021 - 02/2022)

- In my final year project for my Bachelors, I conducted research on the low student population intake in our university compared to others. I analyzed factors contributing to this trend and proposed strategies to enhance enrollment and institutional growth.

CERTIFICATES

Google Data Analytics Professional Certificate (08/2023 - 01/2024)

LANGUAGES

English Urdu
Professional Working Full Professional Proficiency
Proficiency

INTERESTS

- Microsoft Excel
- Financial Analysis
- Business strategy
- Communication and Presentation
- Business Analytics