

NIMRA NAEEM

Kuwait

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Personal Profile

An enthusiastic and self-motivated individual seeking a challenging and multitasking role in organization that is reputed for its operations offers professional growth and an opportunity to contribute to its objectives. I am used to working under pressure and I am able to adopt a flexible approach to work procedures.

Key Attributes

- Organizational and planning skills.
- Problem analysis and resolution.
- Communication skills.
- Motivated, determined and consistent.
- A confident, positive and proactive disposition.
- The capacity to work alone or as part of a team.
- Excellent customer focus.
- Strong team member skills.
- Well-developed planning, time management and a fast learner.
- The ability to communicate effectively.
- Build productive working relationships at all levels.
- Professional and efficient under pressure.
- Creative ideas and able to follow instructions.
- Proven to work in a group and own initiative.
- Very good team player.

Work History

AL ZAHID GROUP OF COMPANIES, Kuwait

Feb 2011 – Dec' 12

Accounts Assistant

- Complete accounting functions for classified transactions.
- Finalize the day's balance, and prepare and print management reports.
- Investigate and reconcile discrepancies when they occur.
- Entries of gross receipts and payments.
- Generate reports and spreadsheets.
- Maintain accounting books.
- Cost Controls.
- Preparation of financial statements including Control accounts and bank reconciliation.
- Ability to develop Internal Control System.

Audit Intern

- Assist the seniors in planning and undertaking the audit fieldwork.
- Understanding the nature of client's business.
- Obtaining relevant information from client regarding the audit fieldwork.

Key Expertise

- Bookkeeping.
- Bank reconciliations.
- General ledger analysis.
- Cash Flow Management.
- Preparation of financial statements.

Achievements

- Certified Accounting Technician (United Kingdom) (2010 – 2011)
- Association of Chartered Certified Accountants (United Kingdom) (2011 – Present)

Qualified Examinations:

Audit, Taxation, Corporate & Business Law, Financial and Management Accounting according to International Accounting Standards, Business Analysis, Corporate Governance, Ethics, Risk Analysis.

Education & Qualification

- BSc (Hons) in Applied Accounting (Bachelors) – 2014
Oxford Brookes University (United Kingdom)
- Higher Secondary School Certificate (12th Grade) – 2010
Federal Board of Intermediate & Secondary Education
- Secondary School Certificate (10th Grade) – 2008
Federal Board of Intermediate & Secondary Education

IT Skills

- MS Office (Word, Excel, PowerPoint, Access, Outlook).
- Full command over Windows OS.
- Accounting software. (Sage, KashFlow, Oracle, SAP)

Personal Details

- Interests: Family Activities, Reading, Current Affairs, Theatre & Dining Out.
- Date of Birth : 6 August 1992
- Languages: English (Fluent), Urdu (Native) & Arabic (Basic)
- CIMA Qualification: Planning to join CIPD course.

References are available upon request.

