

AINA FATIMA



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SUMMARY

Detail-oriented and organized individual with a meaningful understanding of accounts, audit & finance field, seeking to apply for a data gathering and analytic skills position in a Bank which prides itself by giving substantial responsibility to new talent. Capable of keen data analysis & educated in risk evaluation and fraud detection. Familiar with preparing and distributing customer statements, maintaining records, and resolving customer issues. Positive and upbeat when answering questions & offering information.

WORK HISTORY

Abdul Majeed Al Marzooqi Auditing Office, Abu Dhabi

Accounts & Audit Trainee (Dec-18 to Jan-19)

- Reviewed financial documents to verify accounting data and mathematical accuracy.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Checked employee expense reports and submitted for signatures.
- Assisted with preparation of monthly financial statements.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines. □ Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Assessed financial statements and records.
- Worked with managers to develop annual expense plan goals.
- Performed administrative tasks such as recordkeeping, writing correspondence and gathering materials.
- Generated and mailed updated statements.
- Prepared financial pages for presentation to senior management.

MDC School, Soldier Bazar, Karachi
Assistant Teacher (Aug-16 to Nov-16)

- Organized classroom materials to help teachers prepare for daily instruction and activities.
- Assessed student assignments to check quality and completeness and assign grades. □ Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Supported student learning objectives through personalized and small group assistance to support classroom instruction.
- Assigned grades for coursework and tests using answer key, recorded results and informed teacher of performance.
- Created lesson materials, visuals and digital presentations to supplement lesson plans.
- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations.

EDUCATION SUMMERY □

- **Matriculation**
Fatimiyah Girls School-Karachi
- **Intermediate**
St. Joshep's College-Karachi
- **Current ACCA Status is as:**

FA1 Recording Financial Transactions (exempt)

FA2 Maintaining Financial Records (exempt)

MA1 Management Information (clear)

MA2 Managing Costs and Finance (clear)

F3 Financial Accounting (clear)

F1 Accounting in business (clear)

F2 Management accounting (clear)

F4 Corporate and business law (clear)

F5 performance measurement

- **Graduation**
Karachi university (in process)

OTHER SKILLS

Data processing	Cash application	Strong communication skills
Account reconciliation	Aging reports analysis	Financial reporting
Accounts payable and receivable	Internal control management	Bookkeeping
Month-end reports	Customer relations	Codes reviewing
Expense reports	Regulatory compliance	Problem-solving
Invoicing and collections	Collections processing	Superior attention to detail

EXTRA CIRRICULUM ACTIVITIES

Participated in International Kangaroo Mathematics Contest happened in 2009 at International level

Received Certificate in Relay Race at annual sports day 2012 organized by Fatimiyah Girls School and secure 1st position.

Received Certificate in March Pass at annual sports day 2012 organized by Fatimiyah Girls School for successful participation in International Kangaroo Mathematics contest in 2012 Received Certificate in March Pass at annual sports day 2013 organized by Fatimiyah Girls School

Merit Certificate of participation in 3rd Art Exhibition of School Children by Sindh institute of Urology and Transplantation.

Merit Certificate in recognition of participation in International Kangaroo Mathematics Contest 2014 at cadet level.

Secure 2nd position by Pakistan American Cultural Centre (PACC) in 2016.

Secure 2nd position in S.T Joseph's College for participation in sports day 2016

PERSONAL INFORMATION

Father Name: Syed Asgher Hussain Taqvi
Date of Birth: 14th March 2000
Nationality: Pakistani
Religion: Islam
Material Status: Single
NIC #: 420000-0761374-8

HOBBIES

Internet surfing, reading novels, attending seminar and workshop etc.

REFERENCES

References will be furnished upon request.