

MADIHA KHANUM

ASSURANCE-CORE AUDIT (ACCA ASPIRANT)

CONTACT

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EDUCATION

MOUNT CAREMEL COLLEGE

- BACHELOR OF COMMERCE-International accounting and finance -63.42%
- 2023-2026

GOODWILL GIRLS PU COLLEGE

- 2ND P.U.C - COMMERCE
- PERCENTAGE: 80.83%

JULY 2021

GOODWILL GIRLS HIGH SCHOOL
SSLC-62.08%

ON-GOING TRAINING-IN PROGRESS

- Excel to Advanced Excel with AI
- Power BI with AI
- SQL for Data Management using AI
- PowerPoint with AI – Design & Storytelling
- Python using AI
- Data Analytics using AI
- Generative AI Applications
- AI-Powered Development (Live coaching)
- AI-Powered Business Analytics (live coaching)
- Tableau

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Urdu (Fluent)
- Arabic (Basics)

PROFILE

An ambitious commerce student and ACCA Aspirant with a critical thinking mindset, keen interest in assurance services, and strong adaptability to learn new software tools. Passionate about ensuring compliance, maintaining accuracy, and supporting audit teams across multiple sectors while continuously upgrading technical expertise

WORK EXPERIENCE

Finance Intern - AcmeGrade
Aug 2024 - Oct 2024

- Assisted in executing assurance-related procedures under supervision.
- Worked on financial reconciliations, compliance checks, and reporting.
- Gained exposure to accounting standards and data analysis tools.

Logistics Coordinator – College Events

- Managed event timelines, vendor coordination, and logistics planning.

Media Head – College Activities

- Led event promotion through various channels, enhancing audience engagement.

TECHNICAL SKILLS:

Audit & Finance: Basic accounting principles, auditing procedures, compliance understanding, documentation as per audit methodology

Data & Reporting: Data visualization, dashboard creation, data management, reporting using Excel, Power BI, Tableau, SQL

Software Proficiency: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Python, AI-powered productivity tools

SOFT SKILLS:

- Analytical thinking & problem-solving
- Attention to detail & diligence in follow-ups
- Multi-tasking on multiple assignments and projects
- Time management to meet tight deadlines
- Professional communication at multiple organizational levels
- Team collaboration across geographies

CO-CURRICULAR ACTIVITIES:

- Organized cultural and academic events at Mount Carmel College.
- Participated in workshops related to data analytics, business intelligence and AI tools.