**NABEELA ASHRAF**   
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**PROFILE**  
An analytical and results-oriented individual with creative interests, keen to exploit and hone her experience further to benefit her employers and take on new challenges. Proven strength developing and maintaining relationships with business and individuals.

**EDUCATION:**

**Bachelor of Administrative Studies** (Specialized Honours) in **Finance**,

**York University, Toronto, Ontario**

(2004 – 2008).

Courses Completed:

Derivatives and Alternative Investments Equity and fixed income

Financial Reporting and analysis Corporate Finance

**PROFESSIONAL EXPERIENCE:**

**Pivotal Payments, Montreal, Canada**

December 2016-Present

**Senior Account Executive**

* Deal with large business accounts for payment processing, e-commerce and merchant services.
* Set and monitor sales and profitability targets
* Business Development, Negotiate contracts and close agreements
* Supervise the account executives and representatives team and ensure deadlines are met
* Identify Marketplace opportunities and develop proposals.
* Perform Financial statement and cost analysis
* Assist Senior Management and Underwriters in resolving issues related to risk and business accounts quickly and effectively.

May 2015- November 2016

**Account Executive**

* Developed new business in the payment processing industry and ecommerce/card not present environment
* Managed business accounts.
* Identified client needs, building target list and assessing risks associated with signing potential business.
* Worked with management, marketing and others to develop a market penetration strategy and executed that strategy.
* Performed financial statement and cost comparison analysis for potential merchants.
* Built lasting relationships with clients.
* Assisted Risk Department and Underwriters with their due diligence process
* Participated in the revision and update of related risk policies and procedures and required documents as per payment processing guidelines.
* Assisted in controlling security risk and chances of fraud/chargeback in payment processing and analyzing and filtering business that fall under the prohibited/high risk industry
* Maintained CRM with up to date pertinent contact information and current notes on sales activities/cycles.
* Worked both independently and in a team.

**The Optimists, Dhaka, Bangladesh** 2011-2014

**Junior Finance Officer**

* Developed and managed financial tracking and resource flows, by producing necessary statements of cash flow, profit and loss and so on.
* Prepared Compliance Reports for a specified portfolio of grants/funds.
* Prepared and developed department task-progress-reports and annual reports to the management.
* Participated in reviewing relevant budgets and financial budgets for donors.
* Prepared accounts for the audit purpose.
* Communicated on a regular basis with field offices and donors.
* Participated in the development of funding proposals
* Worked with underprivileged children and their families on an individual basis when on field trips, distributing food, clothing and other basic amenities and overlooking education, tuition and medical needs sponsored through the organization’s Child Sponsorship Program (CSP) and special Sponsorship program.
* Aided in the selection of children into different programs including special programs for extremely poor, gifted and talented children.

**Newspapers Call Centre, Toronto, ON** 2008-2010

**Inside Sales Representative**

* Applied telemarketing methods for persuading consumers to purchase/follow up on available services as well as consumer products.
* Met/Exceeded sales quota through effective and strong convincing power, excellent cold calling skills, as well as good interpersonal and communication skills.
* Provided support to the sales team, ensuring all sales and service objectives were met.
* Provided office support duties, which involve providing information to the customers, receiving payments, and addressing customer complaints.