

SUMAIRA M YOUNUS

ACCOUNTS OFFICER

CONTACT

- ☎ 0300 1619995
- ✉ sumairamuhmadyounus@gmail.com
- 📍 Saddar, Karachi

SKILLS

- Proficient in financial software programs such as Busy, MFMS, Odoo, and NetSuite for efficient financial record management, statement generation, and account reconciliation.
- Collaborative and team-oriented, achieving team goals effectively by working with diverse stakeholders.
- Prioritize efficiency and streamlined workflows to minimize errors, enhancing productivity.
- Strong coordination skills, delegating tasks, monitoring progress, and fostering open communication among team members.

EDUCATION

BS in Management & Entrepreneurship -

KSBL (Karachi School of business & leadership

2022-Present

Intermediate

Govt of Women's College

2019-2021

Matriculation

Prime Public School

2017-2019

CERTIFICATIONS

- Editing Curator Associate - **2023**
Karachi School of Business & Leadership
- Diploma in CPISM (Frontend Web Developer) - **2022**
Aptech Learning Garden Center
- Certified in English Language Course - **2018**
Greenwich Institute Learning Center

PROFILE

A passionate and dedicated professional, I excel in high-pressure work environments. My diverse background in finance, leadership, and web design provides a unique blend of analytical and creative skills that drive innovation and deliver exceptional results. With proficiency in financial analysis, strategic planning, bookkeeping, and team collaboration, I thrive in challenging situations, using my unwavering optimism to inspire and cultivate a culture of success.

SUMMARY OF QUALIFICATION

- Over one year of experience as an Assistant Manager of Finance, leading teams and managing finance documents with strong collaboration.
- Expert in maintaining accurate financial records, reconciling accounts, and managing accounts payable/receivable transactions.
- Skilled in Excel Payroll Management and Advanced Odoo Software Operations, proficient in financial software such as Busy, MFMS, Odoo, and NetSuite.
- Experienced in leading teams, optimising month-end/year-end processes, and generating precise financial statements, with a focus on collaboration, streamlined workflows, and productivity enhancement.

WORK EXPERIENCE

Accounts Officer

Ficumen Consulting

2023-Present

- Maintain accurate and up-to-date financial records for clients, handling accounts payable and receivable transactions.
- Record journal entries, reconcile general ledger accounts, and assist in month-end and year-end closing processes.
- Reconcile bank statements and other financial accounts, addressing discrepancies
- Review and process invoices and prepare payments.
- Skilled in Excel Payroll Management and Advanced Odoo Software Operations..

Assistant Manager Finance

Indemnifier Private Limited

2021-2022

- Managed financial records and generate accurate financial statements using advanced accounting software.
- Prepared financial reports and presentations, implementing efficient financial processes.
- Led a team of financial professionals, overseeing their work and ensuring accuracy and efficiency in financial reporting and analysis through strong collaboration.
- Efficiently processed Month ends and Year end.
- Manage business spreadsheets for analysing business performance.

SOFTWARES

- Odoo
- Netsuite
- MS Office
- Busy
- Mass Financial System

REFERENCE

- Will be furnished upon request.