

SEHRISH M.SALEEM

Account Receivables Officer

Motivated and detail-oriented accounting and finance graduated with exposure in accounts receivable to operate ERP systems for recording transaction, managing expenses and payments, balancing budget, Processing Invoices, financial analysis, and also Proficient in HTML coding and data analysis, Looking for challenging position in a reputed organization where I enhance my knowledge, abilities, and Experiences or explore my learning.

✉ sehrishs537@gmail.com

☎ 03217941834

📍 Karachi, Pakistan

EDUCATION

BS Accounting and Finance

BENAZIR BHUTTO SHAHEED UNIVERSITY

01/2020 - 12/2023

KARACHI

Courses

- 3.6 CGPA

Intermediate

K. M. A GIRLS DEGREE COLLEGE

2019

Karachi

Courses

- Commerce

Matriculation

WHITE ROSE GRAMMAR SCHOOL

2016

Karachi

Courses

- Bioscience

WORK EXPERIENCE

Account Receivable Officer

KASHMIR WALA GROUP

03/2024 - Present

Saddar, Karachi

Responsibilities:

- Maintaining compliance, Reviewing all accounts, Maintain day-to-day transaction on Accounting software.
- Operate ERP SYSTEM to generate Invoices & maintain proper records related to received payments.
- Account Receivable, Account payable, FBR Tax Payments, Prepare PSID Challan
- Audited & closing cash books daily, weekly, & monthly basis.
- Coordinate with agents and books thier desirable destination to travel and Processing Invoices regards payment.
- Issued EMDs accordingly payments receiving as per TNCs and issued tickets through GDS with SABRE SYSTEM
- Assisting forwarded quotation with latest fare to confirmed Clints with Group coordinator by emails.

Cashier and Disbursement Officer -INTERNSHIP

KASHMIR WALA GROUP

01/2024 - 02/2024

Saddar, Karachi

Responsibilities:

- Processes transactions, handling cash, and maintaining accurate records of transactions and ensured that payments made timely.
- Assisting in Audits and provide support as required & prepare cheques, slips and PSID.
- Operat ERP SYSTEM to Raise All PV'S AND RV'S accordingly transactions. Download & Maintain CPR files from EFBR portal.

SKILLS

Communication skills

MS Word

MS Excel

Power Point

Decision making

Data entry

Financial Reporting skills

Time Management

Typescript

Stock exchange knowledge

Coding

Data Analysis

Problem solving

HTML

Research

Documentation

PERSONAL PROJECTS

Annual Report (2021)

- **KOHAT CEMENT COMPANY:** A group Project Assigned By Professor to Develop an Annual Report Of Company 2021

Financial Modeling Project (2022)

- **Analysed Financial Position** of Nestle Pakistan Limited, and National Food Limited (NATF)

Final Year Project (Research) (07/2023 - 12/2023)

- **Analyzing The Most Impactful Components of Fintech Affecting Banking Sector Profitability and Efficiency In Pakistan**

CERTIFICATES

Ms excel (2021)

Karachi, Eminent Academy

SAP FINANCE Course (2021)

Karachi, CIBA Consultant office

Volunteering service at ART COMPETITION event (2021)

Cutchi khatri education society

English Language Diploma (2019)

Karachi, World learning Institute

Global Financial Markets and Instruments (06/2023)

Governer Initiative Artificial Intelligence, Web 3.0 & Metaverse (02/2024 - Present)

LANGUAGES

Urdu language

Full Professional Proficiency

English language

Full Professional Proficiency

INTERESTS

Auditing

Stock trading

Traveling

Coding