

Abida Maharjan

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Profile

Driven and detail-oriented accounting and finance graduate with a focus on business administration, taxation, audit, and investment analysis. Experienced in analyzing large data sets, preparing financial reports, and providing accurate financial data for analysis and commentary. Proven ability to support strategic decision-making through collaboration with finance colleagues and business divisions. Currently employed as a finance assistant, I am eager to leverage my skills in a dynamic and growth-oriented work environment.

Key Skills:

- Proficient in analyzing large data sets to identify trends and provide actionable insights.
- Skilled in the preparation of financial reports and ensuring the accuracy of financial data for analysis and commentary.
- Effective in ability to drive increased insight through analysis, challenge assumptions, and make recommendations to deliver business benefits.
- Experienced in maintaining a robust financial control environment and troubleshooting complex business unit queries.
- Accomplished in identifying operational improvements and implementing efficiencies.
- Excellent numeracy, analytical skills, and record-keeping gained through creating invoices, evaluating expenses, and providing general administrative and financial support.
- Strong foundation knowledge in NetSuite and strong understanding of Proclaim.
- Ability to work effectively both as part of a team and independently in a highly reactive and challenging environment.
- Greatly Experienced in Microsoft Office software packages.

Work Experience:

Finance Assistant: SpeedMedical (Oct 2023 – Present)

- Provide comprehensive support to the Finance Department, including producing weekly and monthly payment runs, handling customer inquiries, and managing invoices and accounts.
- Responsible for setting up and maintaining customer accounts and monitoring company overheads.

Healthcare Assistant: Capital Health Care LTD (Sept 2022 – Oct 2023)

- Provided compassionate care to residents and patients, managed medical records, and

effectively communicated with interdisciplinary teams to ensure high-quality care delivery.

- Demonstrated accountability and leadership in delivering exemplary care and mentoring junior staff.

Finance Administrator: Capital Health Care (Sept 2021 – Sept 2022)

- Collaborated within a small team to manage administrative tasks and support financial operations, including payroll processing, revenue monitoring, and generating key performance indicators.
- Ensured efficient business operations through accurate financial management and reporting.

Education & Achievements:

- BSc (Hons) Accounting and Finance, 2:1, Liverpool John Moores University (LJMU), Sept 2019 – June 2023
- Relevant coursework includes Taxation, Audit and Assurance, Advanced Financial Accounting, Corporate Finance, and Strategic Management Accounting.

Notable Achievements:

- Maintained a balance between work and studies while completing university education.
- Fluent in Newari, Nepali, Hindi, and English languages.
- Student member of ACCA.
- Actively participated in local charity initiatives.