

# NAEEMA IBRAHIM

## CONTACT

- 07869 607026
- naeemaibrahimm@gmail.com
- Bolton, BL3
- References available upon request

## EDUCATION

### BPP University

#### AAT Level 4

October 2022- December 2023

Financial Statements of Limited Companies

External Auditing

Applied Management Accounting

Business Tax

Internal Accounting Systems and Controls

#### AAT Level 3

October 2021- July 2022

Advanced Bookkeeping

Final Accounts Preparation

Indirect Tax

### Runshaw College

#### A-Levels

September 2019- May 2021

Type-Qualification/ Grade

A-Level-Accounting/ A

A-Level-Design Engineering/ A

A-Level- Mathematics/ C

### Bolton Muslim Girls School

#### GCSEs

September 2014- June 2019

Type-Qualification/ Grade

GCSE/ 11 GCSEs 7-9

## SKILLS

Communication/Interpersonal

Business Acumen

Teamwork

Data manipulation/Analysis

Computer/IT proficient

Tenacity

## SUMMARY

I am an enthusiastic and motivated individual with a strong work ethic who is successful in quickly building skills, self-teaching and acquiring new knowledge, whilst boasting strong organisational abilities. My career ambition is to become a chartered accountant and work within the financial sector.

## WORK EXPERIENCE

### Finance Assistant (Purchases)

Health Assured (Peninsula Group)

DEC 2023- TO DATE

- Responsible for filing and gaining approval for invoices and expenses before and after payment.
- Maintaining spreadsheet information for Purchase Ledger use.
- Paying suppliers via same-day bank transfers in GBP and Euro currencies and allocating to the PL
- Processing Broker commission invoices and monthly payments
- Accurate accounting data entry whilst maintaining an electronic filing system.
- Liaising with colleagues and suppliers as required.

### Audit Assistant

KPMG LLP

OCT 2021- DEC 2023

- Worked in a client-facing role as an audit apprentice with Corporate, Listed and Regulated (CLR) entities.
- Completed audit documentation per IFRS and UK GAAP standards and kept up to date with changes in the accounting profession.
- Independently performed high-quality audit procedures over cash, inventory, purchases and revenue accounting processes.
- Analysed complex data and produced quality audits in a consistent and collaborative environment.

### Retail/Food Assistant

Mcdonalds/Frurt/Ryman Stationary

2021/2021/2018

- Provided exemplary customer service whilst pleasantly greeting the customers in the store and being available to refer customers to various services by evaluating needs.
- Emphasised on good housekeeping skills (following health and safety standards)

## OTHER ACTIVITIES

Workplace activities;

- Back to School Champion - assisted with school and college visits and open evenings to promote apprentice opportunities.
- New joiner buddy- assisted new joiners in the onboarding process

Local Youth Club;

- Volunteered time at a local youth club over the summer, interacting and taking care of young children

Christmas fairs;

- Interacted with the visitors pleasantly to make the queues bearable, guided visitors around the fair and pointed out the most popular stalls.
- Hosted a raffle, aimed at the younger audience, and boosted interaction abilities.

National Citizenship Service;

- Vital life skills such as first aid training, and an ability to work both, independently and as a team.
- Outdoor activities such as camping built up resilience and resourcefulness.
- Charity project- volunteered at a local community centre, repainting rooms and restoring the gardens to give the place an enjoyable ambience.

# < NAEEMA IBRAHIM

## / CONTACT DETAILS

### Address:

11 Hawker Avenue  
Bolton,  
Lancashire  
BL3 3AL

Email: naeemaibrahimm@gmail.com

Mobile Number: 07869607026

## / WORK EXPERIENCE

### >> Sales Asisstant

Ryman Stationery| July 2018

- Replenished stock daily to make sure there was enough stock on the shop floor for the convenience of the customer.
- Located products to assist customers
- Got involved with merchandising and putting up storefronts to advertise new products.

### >> Sales Asisstant (Food)

Mcdonald's | June 2021

- Provided exemplary customer service whilst greeting the customers in the store and being available to refer customers to various services by evaluating needs and providing recommendations.
- Emphasis on achieving cleanliness in the food preparation environment.

## / ALL ABOUT ME

I am an enthusiastic, outgoing student currently studying A-Levels who possess experience in working within fast-paced, collaborative settings. I am a motivated individual with a strong work ethic who is successful in quickly building skills, self-teaching and acquiring new knowledge, whilst boasting strong organisational abilities. Prepared to contribute capabilities to a retail role while further developing acquired skills and gaining real-world experience.

## / EDUCATION HISTORY

### >> Runshaw College

| 2019-2021

Year/ Type-Qualification/ Grade

2021/ A-Level-Accounting/ A

2021/ A-Level-Design Engineering/ A

2021/A-Level- Mathematics/ C

### >> Bolton Muslim Girls School

| 2014-2019

Year/ Type-Qualification/ Grade

2019/ GCSE/ 11 GCSEs 7-9

## / OTHER ACTIVITIES

### >> Ambassadorial activities;

- Prefect role.
- Student Librarian.
- Helped out in open evenings

### >> Christmas fairs;

- Sold entry tickets, interacting with the customers pleasantly
- Guided visitors around the arena
- Hosted a raffle

### >> The National Citizenship Service;

- Vital life skills such as first aid training
- Outdoor activities such as camping/ hiking
- Volunteering at a local community centre

### >> Additional;

- Learning foreign languages
- BASE competition team leader

## / SKILLS

■■■■■	Interpersonal/communication
■■■■■	Teamwork
■■■■■	Initiative
■■■■■	Organisation
■■■■■	Active listening
■■■■■	Multilingual
■■■■■	Computer Literate
■■■■■	Punctuality
■■■■■	Adaptive





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References available upon request

# Naeema Ibrahim

## Summary

I am an enthusiastic and motivated individual with a strong work ethic who is successful in quickly building skills, self-teaching and acquiring new knowledge, whilst boasting strong organisational abilities.

My career ambition is to become a chartered accountant and work within the financial sector.

## Experience

### Audit Associate, KPMG

Oct 2021- Current

- Working as an audit apprentice with Corporate, Listed and Regulated (CLR) entities
- Assisted with and completed audit documentation per IFRS and UK GAAP standards.
- Performed audit procedures on cash, inventory, purchases and revenue

## Skills

- Received Winter 2022 and Spring 2023 KPMG Audit Awards
- >> Ambassadorial activities;
- Prefect role.
- Student Librarian.
- Helped out in open evenings
- Back to School Champion- Assisting with school and college visits to promote apprentice opportunities
- >> Christmas fairs;
- Sold entry tickets, interacting with the customers pleasantly
- Guided visitors around the arena
- Hosted a raffle
- 
- >> The National Citizenship Service;
- Vital life skills such as first aid training
- Outdoor activities such as camping/ hiking
- Volunteering at a local community centre
- 
- >> Additional;
- Learning foreign languages
- BASE competition team leader
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### Additional

- Time Management
- Data Manipulation and analysis
- Professional scepticism
- Integrity
- Communication

### **Finance Assistant (Purchases)**

Health Assured (Peninsula Group)

DEC 2023- TO DATE

- Responsible for filing and gaining approval for invoices and expenses before and after payment.
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