

# MOHAMED IRAM FATHIMA ZAKIYA

Internship - Finance / Management

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## SUMMARY

Experienced finance professional with over 8 years of expertise in ledger processing, reconciliation, and report preparation. Demonstrated ability to optimize financial operations through proficient use of ERP systems, including Microsoft Dynamics and Xero. Successfully spearheaded financial projects and coordinated with teams of up to 20 members. Holds an MBA in Business Management from York St John University. I am available immediately for 20 hours per week. Starting September 2024, I will be available for full-time employment. I am seeking a one-year contract placement with the potential to transition into a permanent role

### Areas of Expertise

- Financial Reporting
- ERP Systems - Microsoft Dynamic NAV 2017, Microsoft Dynamics 365 Business Central, Xero
- Audit Facilitation
- Cashflow
- Management Accounts
- Tax Compliance
- P& L Reconciliation
- Balance sheet Reconciliation

## PROFESSIONAL EXPERIENCE

02/2023 - 06/2023	<div>Senior Finance Executive</div> <div>HealthRecon Connect (Pvt) Ltd ↗</div> <ul style="list-style-type: none"><li>Directed the monthly financial report preparation, analysis, and review.</li><li>Administered over 300 monthly invoices, expenses, and transactions, cutting processing time by 30%.</li><li>Led tax compliance processes, ensuring accurate calculation and timely submission of over £2 million in withholding and sales VAT annually.</li><li>Conducted financial analysis that pinpointed cost-saving opportunities, achieving a 10% reduction in operational expenses.</li><li>Cultivated cross-functional collaboration with Operations and HR Legal teams.</li></ul>
04/2019 - 11/2022	<div>Finance Executive</div> <div>Sanje (Pvt) Ltd ↗</div> <ul style="list-style-type: none"><li>Prepared and scrutinized financial reports, statements, and forecasts for the group and its subsidiaries over three entities.</li><li>Executed comprehensive financial analysis, encompassing variance and trend analysis.</li><li>Produced weekly business review reports for 2 units, analyzing variances between budgeted and actual values to inform decision-making.</li><li>Oversaw payroll processing and ensured precise and prompt disbursement of salaries for over 500 employees.</li><li>Managed payroll records for 200+ employees, ensuring compliance with regulatory requirements. Accurately calculated and processed incentives and taxes, reducing errors by 15%.</li><li>Performed monthly reconciliation of profit and loss accounts and prepared statutory returns, facilitating accurate financial reporting, and contributing to a 10% improvement in financial audit scores.</li><li>Conducted coordinated audits and ensured precise record-keeping for 3 subunits.</li></ul>

04/2017 - 11/2018	Account Assistant Tech One Global Pvt Ltd ↗ <ul style="list-style-type: none"> <li>Orchestrated sales invoicing and billing procedures utilizing the company's ERP system, processing over 200 invoices monthly with a 98% accuracy rate.</li> <li>Formulated sales and proforma invoices adhering to internal control standards.</li> <li>Administered cash advances for employee travel, efficiently managing over 05 travel advances per month and maintaining a petty cash float of \$1000 with 100% accuracy and accountability.</li> </ul>
02/2016 - 04/2017	Administrative Assistant Tech One Global Pvt Ltd ↗ <ul style="list-style-type: none"> <li>Oversaw and documented customer payments and generated daily and weekly accounts receivable reports.</li> <li>Sustained supplies of stationery and maintained the office condition, coordinating necessary repairs.</li> <li>Directed exam center operations for 1,200+ exams annually with a 98% candidate satisfaction rate, reducing wait times by 15%. (Pearson VUE &amp; Prometric)</li> </ul>

## VOLUNTEER

05/2024 -	Sales Floor Volunteer British Heart Foundation↗ <ul style="list-style-type: none"> <li>Assisted an average of 20 customers per day on the shop floor, consistently delivering excellent all-around customer service.</li> <li>Promoting our campaigns and in-store sales to customers.</li> <li>Enhanced windows and shop displays, leading to a 20% increase in foot traffic and customer engagement.</li> <li>Supporting fellow volunteers and staff with customer inquiries.</li> </ul>
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## EDUCATION

09/2023 - Present	Business Management York St Jhon University Master of Business Administration
04/2017 - 01/2021	Business Management Cardiff Metropolitan University BSc (Hons) Business and Management and Studies Second Class, Division One

## CERTIFICATES

06/2024 - Present	IEUK 2024: Finance, Professional Services & Consulting Bright Network
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## SKILLS

Advanced Microsoft Office	Leadership	Motivated and positive demeanor	Problem-solving
Data Analysis	Microsoft Excell	Power BI	Communication

## LANGUAGES

English	Fluent
Sinhala	Native
Tamil	Native