

MAHAM SHAIKH

CONTACT NO:

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E-MAIL:

Mahamshaikh99@gmail.com

CURRENT ROLE:

Available for new experience

PERSONAL SUMMARY:

An accounting & finance graduate with 3.15/4 **CGPA** from **Sukkur IBA University**, looking to secure a permanent position in the field of accounting and finance where I can apply my learned course knowledge and soft skills in practical environment. I want to grow along with the organization and become a professional of excellent repute by effectively contributing towards the goals of organization.

SCHOLASTIC:

Degree	Year	CGPA/Division	Institute
BS (Accounting & Finance)	2014-2018	3.15/4	
I-COM	2012-2013	72%	GIRLS DEGREE COLLEGE SUKKUR
SSC (Group: Science)	2011	74%	Shah Latif High School Sukkur

CERTIFICATIONS:

- Certificate of ACCA Accreditation
- Bloomberg Market Concepts
- Experience certificate of Sukkur Beverages Pvt Ltd (A Pepsi Cola Company)
- Experience Certificate of BDO Ebrahim & Co Chartered Accountants, Lahore
- Experience certificate of UBL (Pvt) Ltd, Sukkur

WORK EXPERIENCE:

- Worked at **Sukkur Beverages (Pvt) Ltd** as *Audit Officer* from September 2018 till April 2019.

Major Courses:

- Corporate financial accounting
- Advance auditing & assurance related services
- Strategic business management
- Applied Financial management
- Advance taxation
- Corporate law and secretarial practices in Pakistan

Postal Address:

House# 2A-12 Kacha jail road
shabistan, Lahore

- ✓ Verification of Salaries, sales staff incentives, distributors' incentives, and all kind of other allowances and incentives given to any employee
- ✓ Maintain and keep proper record of production budgets, sales expense budget and other specially approved budgets.
- ✓ Verification of cash payment vouchers and Check/process all the claims made by employees of any nature.
- ✓ Checking of all the purchase orders for authenticity, maintaining proper check and balance over approved budgets and keep follow up till the goods are received.
- ✓ Keep the proper record of all the stock in transit to distributors and depots
- ✓ Other tasks to check the efficiency and effectiveness of controls and suggestions for the new controls and procedures for better and smooth operations.

➤ Work as an audit trainee at **BDO Ebrahim &Co. Chartered Accountants**, from March 2018 till August 2018.

- ✓ Remain the part of external audit team at clients namely, State Life Insurance Corporation Ltd, Re-Start (Pvt) Ltd, Global Customer Care (Pvt) Ltd, Profarm Pakistan (Pvt) Ltd.
- ✓ Completed special assignments like, prepare quarterly report of Colgate Palmolive (Pvt) Ltd as part of internal audit, perform stock take at Re-Start (Pvt) Ltd and Shapars (Pvt) Ltd, prepare system notes, walkthroughs and checklists for Profarm Pakistan (Pvt) Ltd.
- ✓ Reviewed financial statements to check the compliance of accounting policies.
- ✓ Test various financial documents to verify accuracy and compliance.
- ✓ Perform test of controls on Statement of comprehensive income to check the audit assertions.

➤ 6 weeks internship (June-July 2017) at **United Bank (PVT) Limited**, Sukkur under the supervision of branch manager

- ✓ Understand the process of rechecking the documents as they satisfy all the necessary details and requirements.
- ✓ Deals with customers to solve their issues and guide them for opening a new bank account.
- ✓ Understand and reviewed different kind of bank documents.

PERSONALITY TRAITS:

Proactive, Team player, Self-Monitoring, Hardworking, Pressure handling

LANGUAGES:

English
Urdu

REFERENCES

References will be available on demand.

ACADEMIC PROJECTS AND REPORTS:

- Written hypothetical cases on different topics of management accounting
- Researched, analyzed and prepared report on student development practices adopted by universities
- Prepared and proposed job description of procurement manager of Sukkur IBA.
- Developed a business Plan for fumigation services

EXTRACURRICULAR ACTIVITIES:

- Led the group of 20 students in university orientation Program
- Remained member of Mathematics society of Sukkur IBA
- Remained member of finance society of Sukkur IBA
- Championed mathematics Olympiad along with team

ACHIEVEMENTS:

- Earned **Talent hunt program** Scholarship 2014
- Rewarded with laptop on winning written book review competition
- Rewarded with laptop via PM laptop scheme 2015
- One among few students who were selected for merit scholarships for securing highest CGPAs throughout the graduation program

SKILLS SET:

<input checked="" type="checkbox"/>	Team work MS Office	<input checked="" type="checkbox"/>	Leadership
<input checked="" type="checkbox"/>	E-mail Handling	<input checked="" type="checkbox"/>	Documentation
<input checked="" type="checkbox"/>	Report Writing	<input checked="" type="checkbox"/>	MS Office
<input checked="" type="checkbox"/>	Typing Speed 30/wpm		

PERSONAL INFORMATION:

- **Father's Name:** *Mazhar Iqbal Shaikh*
- **Domicile:** *Sukkur, Sindh*
- **Date of Birth:** *22nd May, 1995*
- **Marital Status:** *Single*
- **Nationality:** *Pakistani*
- **Religion:** *Islam*