

**Erum Nabeel**  
**Finance Operations Specialist**  
Korangi Industrial Area, Karachi

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**OBJECTIVE:** Seeking a challenging position in Finance Management Team

**SKILLS & CAPABILITIES**

- Over 7 years of experience in the development and maintenance of financial data and taxation of Pakistan, US & Canada corporation.
- Supervised accounting and finance staff of 4 to 6 people
- Experienced in Financial Management, Accounts & Audit (Expertise in banks & commercial organization audit)
- Highly organized, result-oriented, excellent team player and able to manage multiple tasks
- Strong communication, continuous learning, inter-personal and leadership skills
- Expert in **QuickBooks, Powerbi, Advance Excel, SAP, ORACLE, Tableau and SQL**

**EMPLOYMENT BACKGROUND**

**Financial Operations Specialist**

*-CPA Firm- Remote job*

**Feb'23 up till Now**

Responsible for maintaining accurate financial records for an organization, & review it on QuickBooks. Main tasks include recording financial transactions, reconciling accounts, managing accounts payable and receivable, processing payroll, generating financial reports, maintaining financial documentation, assisting with budgeting and forecasting, collaborating with accountants, ensuring compliance with financial regulations, and maintaining confidentiality. Engage in all mgt meetings.

**Herbion Naturals**

**May'22to Jan'23**

*-Assistant Manager-International Finance*

Preparation of Group Financial Statements. Preparation of Group COGS report. Preparation & issuance of Group Inventory Ageing report. Preparation of Group Receivables Ageing report. Preparation of analysis reports on MS Power BI as per requirement. Updating of mapping on Power BI. Coordinating with Power BI consultant & resolve his issues timely. Preparation of HPPL COGS analysis report & presenting the same to Finance Director

**Artistic Apparel**

**Oct'21 to Apr'22**

*-Assistant Manager- Internal Audit & Finance*

Identify and document inherent risks and controls within the business processes. Develop a risk-based test plan by selecting appropriate audit approach, test procedures based on professional judgment and defined internal audit methodology. Draft report of findings with root-cause analysis. Appear in closing meetings with finance & audit at the end of fieldwork, providing clear explanations for identified issues. Work on financial modeling for new products. Analyze gaps of the profits.

**Grant Thornton Anjum Rehman Chartered Accountant**

**Oct'19 to Oct'21**

*-Senior Internal Audit*

Clients: Gulahmed Textile Mills, Al-Abbas Textile Mills, Reliance, Habib Bank Limited, Karwan-e-Hayat  
Leading Engagement teams through planning, execution and completion stages of engagement. Meeting stringent deadlines and ensuring the provision of value additive services to clients. Have endure exposure of insurance, HR & payroll, budgeting and forecasting, bank & cash management with all other expenses.

**LuckyTech**

**Jan'17 to Sep'19**

*-Finance Officer*

Keep accurate records for all daily transactions. Prepare balance sheets, process invoices, record accounts payable and accounts receivable. Prepare monthly, quarterly and annual financial reports. Done analysis for cash flows projections

**EDUCATION**

**Master of Business Administration-SMIU**

**2016-2019**

*Finance*

**Bachelor of Commerce – University of Karachi**

**2013-2016**

Accounting, Auditing & Company Law

CFA in progress

**References: Available Upon Request**