

Zahara Zahir



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📅 23 Years

👤 PROFILE

A dedicated and results-oriented undergraduate in Information Systems with practical experience in finance and technology-based projects. Skilled in balancing academic and professional responsibilities while delivering high-quality work. Possesses strong analytical, communication, and organizational abilities, with a strong interest in applying innovative solutions to real-world challenges and achieving continuous personal and professional growth.

🌐 LANGUAGES

English

Sinhala

Tamil

💡 SKILLS

Teamwork
Creativity
Leadership
Work ethic
Adaptability
Communication
Time management
Problem-solving
Attention to detail
Interpersonal skills

💼 PROFESSIONAL EXPERIENCE

Executive Finance

NextStep Journey Pvt Ltd

2023 – 2026

- Managed daily financial operations including invoicing, payments, and expense tracking.
- Prepared financial reports and maintained accurate accounting records.
- Monitored budgets, settlements, and outstanding payments to ensure timely processing.
- Coordinated with internal teams and external partners regarding financial matters
- Maintained proper documentation and supported financial planning activities.

🎓 EDUCATION

Bachelor of Computing Honors Information Systems

University of Sri Jayewardenepura

2023 – Present

Certificate in English and Information Technology (Merit)

Aquinas College of Higher Studies

2019

G.C.E. A/L

Khairiya Muslim Girls College

2019 – 2021

- Stream: Commerce
- Passed with one Distinction (A), one Merit (B) and one Credit (C) pass

G.C.E. O/L

Wolfendhal Girls High School

2018

- Passed with seven Distinction (A) passes and two Merit (B) passes

🔗 REFERENCES

Imesha Karunasena, Assistant Manager,

NextStep Journey

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