Nimra Khadeeja

Finance & Accounting

Professional Goals

To work for multinational hospitality firm as a Finance professional where I can contribute to the firm's growth and profitability with my skills while gaining exposure & expertise that would help me build a promising career.

Personal Info

Citizenship:
Indian

Mobile:
38713491

Email:
nimraabid7@gmail.com

Date of Birth:
1998-12-19

Address:
Juffair, Bahrain

Education

2021 - present
Enrolled in CMA Part 1

2016 - 2020
Bachelors in Finance & Accounting, Kingdom University

Software

Microsoft Office, SunSystem, FMC, Opera

Skills

Time Management
Problem Solving
Interpersonal Skills

Languages

English/ Hindi

Work Experience

Paymaster/ General Cashier | Accounts Payable
Royal Saray Resort managed by Accor | October 2021 - Present

- Gather and verify attendance sheets, financial changes, payroll authorization forms and overtime approval forms from HR for all departments.
- Verify all the data with the CivilSoft input.
- Post additions and deductions pertaining to salary advances & deductions.
- Process payroll on a timely manner and disburse cash and check payments throughout the hotel.
- Post and process final settlements while calculating paid annual leave balance, gratuity and air ticket if any,
- Post Payroll, headcount and accruals for Annual leave, Air tickets and Gratuity.
- Collect cash from drop safe witnessed by security.
- Count cash with a colleague as witness and reconcile the cash sales with the cashier summary and outlet wise sales from Opera.
- Deposit cash sales on a daily basis and file the deposits with complete backups.
- Manage GC cash float and request reimbursements prior to exhaustion of float.

- Verify all the invoices for PO and GRN before exporting from FMC to SunSystem.
- Verify if expense codes are correctly entered by Purchasing before exporting,
- Post invoices manually for contractual invoices to the respective expense codes and cost centers.
- Post advances and post reversals upon receiving of tax invoice.
- Prepare vendor payments upon reconciliation through SunSystem.
- File all invoices and backups sequentially.

Accounting Assistant
Nordic Holding, Bahrain | October 2020 - October 2021

- Ensure proper maintenance of accounting records, receive and distribute finance department incoming email.
- Answer incoming calls promptly and record messages.
- Prepare manual vendor reconciliation and payment vouchers for processing supplier payments,
- Prepare daily cash position report to track cash flows.
- Call up customers to collect pending payments and follow up with suppliers for their payment collection.
- Special projects as assigned by management,
- Maintain high level of record confidentiality.

Accountant
TeachBahrain | August 2020 - September 2020

- Prepared manual invoices for school fee payment after including discounts if any.
- Managed other administrational duties.
- Answer incoming calls and respond to queries from existing or prospective customers.
- Tutored for Accounting subject for students.
- Entered expenses and other relevant data postings on Quickbooks.

Finance Intern
Four Seasons, Bahrain Bay | October 2019 - December 2019

- Verifying the supplier invoices with daily receiving report from Purchasing.
- Vendor reconciliation & preparing wire transfers for vendor payments.
- Worked on the SunSystem to clear ledger imports, manual journal posting for rectifications, advance payments and payment run.
- Used Birchstreet Interface for approving vendors and verifying purchase orders,