

# LARAIB FATIMA

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Nationality: Pakistani

Arad-Bahrain

## EDUCATION

- **2013 - 2015 | Masters in Commerce (M. Com)**  
University Of Haripur
- **2010 - 2012 | Bachelors in Commerce (B.COM)**  
Pace College of Commerce Haripur

## SKILLS & TRAITS

- Financial Reporting
- VAT Filing
- LMRA, GOSI, Sijlat
- Payroll Management
- Accounts Payable
- XERO Software
- Account Reconciliation
- Supplier Negotiations
- Data Entry & Analysis
- POS System
- Collaborative Teamwork
- Communication Skills
- Time Management
- Quick Learning
- Work Ethics & Diligence
- Problem Solving
- MS Office & Google Apps
- Focus Software

## LANGUAGES

- Urdu – Native
- English – Fluent
- Punjabi – Native
- Pashto – Native

## SUMMARY

Optimistic and detail-oriented accountant with over five years of hands-on experience. Proficient in accounting and skilled at managing data accurately and streamlining administrative processes. Strong problem-solving abilities with a proven track record of navigating financial challenges and maintaining positive supplier relationships. Possessing excellent organizational and interpersonal skills, capable of working independently and collaboratively, and seeking an exciting role in a dynamic organization to further enhance personal and professional expertise.

## WORK EXPERIENCE

- **Sep 2024-present | Accountant & Administration** – Fatima Story Kids Center
  - Managed purchase balances and checks, and recorded sales and invoice data using Focus accounting software.
  - Manage all Administration roles, like filing documents, record keeping.
  - Making Quotations, Invoices and Payment Receipts Using XERO Software.
  - Tracking all sales using POS System
  - Managed petty cash and accounting operations, improving cash flow tracking and efficiency
  - Provided financial management and reporting that improved decision-making efficiency.
  - Supervised sales staff, resolving discrepancies and reducing account variances.
  - Ensured accurate cash handling and deposits, implementing procedures that improved cash deposit accuracy.
  - Processed bank deposits and issued checks quickly, cutting processing time.
  - Performed financial reconciliations with accuracy, enhancing transparency.
  - Followed up with clients to recover payments, increasing recovery rates.
  - Discussed payroll matters with employees, addressing concerns quickly.
- **July-2016-July-2018 | Assistant Accountant** – Horizon Teletech Innovations
  - Entered purchase data in Excel and Focus software methodically.
  - Managed petty cash and accounting operations, improving cash flow tracking and efficiency.
  - Assisted the Senior Accountant, contributing to timely financial reporting.
  - Prepared financial documents, including bills, invoices, payables, receivables, and purchase orders.
  - Gained comprehensive knowledge of daily accounting procedures.