

NIMRA KHADEEJA

Finance & Accounting

38713491

Flat 72, Bldg. 719, Block 324

Road 2411

Juffair, Bahrain



OBJECTIVE:

To work in an organization as a Finance professional, where I can contribute to the firm's growth and profitability with my skills and in turn get an opportunity to gain exposure & expertise that would help me build a promising and successful career.

EDUCATIONAL HISTORY

- Kingdom University,
Bahrain (2016-2020)
Bachelor's in Finance & Accounting
Holding a GPA of **3.96**
- The International Indian School Al Jubail,
Saudi Arabia (2014-16)
Passed with distinction, **91.8%**
- The Yenepoya School,
Mangalore, India (2013-14)
Passed with a CGPA of **9.8**

WORK EXPERIENCE:

Finance Intern,

Four Seasons Bahrain Bay

(October 2019 - December 2019)

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

AWARDS & CERTIFICATIONS:

- Awarded for outstanding academic performance in Kingdom University (2017/18/19)
- Awarded by Overseas Indian Cultural Congress for securing third rank in grade XII boards
- Awarded performance certificate for language conventions, qualitative reasoning & quantitative reasoning by CBSE (2015)
- Awarded certificate of excellence by Pearson for Class X exams (2014)

EXPOSURE:

Field of Study	Title	Description	Result
Finance	Working on a research paper titled “ Impact of FinTech on customers & banks in Bahrain ”	Studying various researches on the scope of FinTech and sent out questionnaires.	Project in progress, result is not yet available.
Entrepreneurship	Worked on developing a professional business plan	Conducted a market analysis for coffee shops in Bahrain, market segmentation, SWOT analysis, developed marketing & pricing strategies, financial plan and P&L forecast.	Successfully completed the project and secured 19/20 marks.

MY PROFILE:

E-Mail: nimraabid7@gmail.com

Date of Birth: **19/12/1998**

Marital Status: **Single**

Visa Status: **Dependent Visa**

Nationality: **Indian**

Languages: **English / Hindi**

Address: **Juffair, Bahrain**

MY SKILLS:

- Decision Making
- Problem Solving
- Microsoft Office
- Interpersonal Skills
- Public Speaking