



# SALIHA TABASSUM

## PROFILE

Organized and dedicated accounts officer. Extensive experience monitoring accounts payable spreadsheets, following up on missed payments, and managing all aspects of the payroll. Intimately familiar with daily corporate environment operations and equipped to facilitate the process and effectively and efficiently improve it.

## CONTACT

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## VISA STATUS

Visit Visa

## ADDRESS

Al Barsha 3, Dubai

NATIONALITY:

Pakistani

## SKILLS

- Microsoft Office (Word, Power Point, Excel).
- CMS (Campus Management System).
- Excellent mathematics and accounting knowledge and skills.
- Experienced in all payroll-related administrative tasks and responsibilities.
- Peachtree Accounting Software

## EDUCATION

### MS Finance

2020

Title of Thesis: Do Banks Risk Management Practices Affect Earnings and Stocks Volatility in Emerging Economies?

University of Management and Technology Lahore, Pakistan

### Master's in Commerce (M.Com)

2015

Specialization in Accounting & Finance

The Superior University, Lahore, Pakistan

### Bachelor of Commerce (B. Com)

2013

University of the Punjab, Lahore, Pakistan

## WORK EXPERIENCE

### Minhaj University, Lahore, Pakistan (Accounts Officer)

21<sup>st</sup> Sep, 2016 – 31<sup>st</sup> Jan, 2022

- Maintain accounts payable log and input data as it is received to keep up-to-date records of incoming payment.
- Contact and interact with students who have failed to make payments, providing reminders.
- Answer telephonic and email inquiries and dispense advanced information about financing options accurately and quickly.
- Manage payroll, keeping track of employee hours, overtime, and pay rates, entering information into spreadsheets, and creating reports for management.
- Organize paychecks and distribute them via the delivery method employees have chosen.
- Improved profit by 5 percent by catching errors, following up on missed payments, and fixing typographical mistakes.
- Created spreadsheets in MS Excel that outlined new student's enrollment new payments and was reported to management at weekly accountability meetings.

## CERTIFICATIONS

- Religious Pluralism & World Peace.
- Social Responsibility and World Religions.
- Adaptability of Islamic Finance post COVID 19: navigating through unprecedented times (Bahrain).