



# MARYAM SALEEM

## Financial Analyst

### My Contact

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📍 Dubai, United Arab Emirates

### Hard Skill

- Microsoft Office
- Data Analysis
- SPSS Software
- Problem Solver
- Team management
- Decision Making
- Business valuation
- Critical thinking
- Observation
- Communication
- Multi-tasking
- IMOL
- Auto I Banker

### Personal Details

**Date of Birth:** 25/05/1995

**Nationality:** Pakistani

**Status:** Single

**Visa Status:** Visit Visa (DEC 2023)

**Gender:** Female

### About Me

An industrious individual striving to work for an organization to improve and contribute my skill set towards meeting the objectives and goals of the organization. My ultimate goal is to establish myself as an important part of the organization who can contribute to its growth by developing and growing myself.

### Professional Experience

#### Bank Islami Ltd

May 2023 to September 2023

Key responsibilities:

- Issuance/payment of PO/DD/FDD
- Dealing with Foreign remittance (inward /outward)
- Removal of objections raised by internal, external & SBP's auditors
- Receipt and posting of inward and outward clearing/collection
- Handle full set of accounts including general ledger, accounts payable& receivable, daily bank reconciliation etc
- Preparation of outward clearing returns/advices and cheque return memos in inward clearing

#### Al baraka Bank Pakistan Ltd

August 2019 to May 2023

Key responsibilities:

- Dealing with foreign remittance (inward/outward)
- Answered and re-directed calls for swift resolution
- Adhered strictly to policies and procedures for continued company competence
- Respond to customer queries and provide excellent customer service
- Handle full set of accounts including general ledger, accounts payable, receivables
- Reconcile accounts from income and expense data to net worth and assets
- Participate in meetings to discuss goals and sales target

#### State bank of Pakistan

July 2017 to August 2017

- I work in state bank of Pakistan as an intern during this period

### Education Background

#### M.Phil. (Finance):

Hailey College of Commerce, Lahore

#### B.com (HONS): Finance

Hailey College of Commerce, Lahore

#### Intermediate: General Science

Govt Samanabad College, Lahore

#### O-levels: Accounts

American Lycetuff, Lahore