

ALEENA ZAHRA

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ABOUT ME

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|---------------------------|---|
| Technical Skills | Microsoft Excel, Power Query, DAX, Google Sheets, IFRS Standards, Tax Planning |
| Accounting Systems | QuickBooks, Xero, SAP FI, SAP S4/HANA |
| Analytical Skills | Financial Modelling, Budgeting & Forecasting, Data Analytics, Variance & Sensitivity Analysis |
| Other Tools | Power BI, Tableau, MS Word, MS PowerPoint, Windows |
| Interests | Financial Reporting & Compliance, Audit & Assurance, Financial Statement Analysis, Taxation |

EDUCATION

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| ACCA Global | (March 2023–Present) |
| - ACCA Finalist | (Professional Papers in Progress) |
| - Completed Ethics and Professional Module | |
| - Passed ACCA Applied Skills Exams | |
| - Passed ACCA Foundation Exams | |

MOST RECENT PROJECTS

Xero Profit Loss Automated System to Track Trading Income, Costs, and Net Profits

- Designed a system for clients which integrates Weekly based Profit Loss Statements
- Merged all those separate reports to create a consolidated excel sheet with all weeks in it
- Created a dashboard in Microsoft Excel which shows summaries and KPIs for the business

SAP Actuals (Invoices) and Commitments (Purchase Orders) Integration into a Project

- Created Power Query based system to fetch updated Exports of SAP into an existing sheet
- Collaborated with other team members to add in different columns to sync data with sheet

Tax Filing for UK Based Companies and Implementing IAS-21 for multi-currencies

- Implemented IAS-21 with my team to convert Euros and USDs into GBP currency based on timestamps
- Created 3-Financial Statements model for services-based companies for tax filing purposes

US Insurance Agency – 1099 Verifications and Commission Reconciliation

- Verified and reconciled commission statements against 1099s provided by carriers, including Humana
- Collaborated with team on automated spreadsheets to streamline payment calculations and ensure accuracy

WORK EXPERIENCE

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|---|-------------------------|
| Accounts and Finance Associate (Femtus Solutions) Remote, UK | (April 2023–April 2025) |
| - Automated weekly P&L consolidation in Excel, cutting manual effort by ~60% | |
| - Integrated Xero & SAP FI data into unified Excel models and Power BI dashboards for real-time | |
| - Implemented IAS-21 currency conversions and three-statement financial models for UK tax filings | |
| - Completed predefined learning tracks for Microsoft Excel, Power BI and tableau | |

CERTIFICATIONS

<https://www.credly.com/users/aleenazahra>

ACCA Global: Ethics and Professional Skills Module

- Issued by ACCA Global
- Passed Computer based exam for this module

Financial Analyst Carrier Track

- Issued by 365 Financial Analyst
- Completed Series of Practical Hands-on case studies

Google Data Analytics

- Issued by Google on Coursera

Excel Skills for Data Analytics and Visualization Specialization

- Issued by Macquarie University on Coursera

LinkedIn Learning: SAP Financials Essential Training

- Issued by SAP on LinkedIn Learning Platform