SHAUN Naseem

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# Objective

Too secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Seeking and entry-level position to begin my career in a high-level professional environment. To secure employment with a reputable company, where I can you utilize my skill and business study background to maximum.

# Experience

MARCH 2017 TO 2019 MARCH.

CSR [CUSTOMER SERVICE REPRESENTATIVE], DARAZ

It was an Internship of 8 months. where I know how to behave in a professional Way with customers.

NOVEMBER 2017

[ASS. ACCOUNTANT],DARAZ

* I started My professional life in daraz as assistant accountant under the Senior auditor.
* I generate paper checks for employees and print stubs for associate who receive direct deposit to complete payroll Distribution.
* Produce payroll activity documentation and report to corporate with guidelines and promote transparency.
* I only work on Quick-Books financial reporting’s payroll processing’s and accounting systems.

SEPTEMBER 2019 TO 2021 AFTER COVID-19.

ASS. ACCOUNTANT IN [SEARCH FINANCIAL SERVICES].

* Researched payroll errors and processed payment for federal and state taxes, social security, Medicare, and various employee deduction, annuity contributions and retirement plan without-holding.
* Produced payroll activities documentation and reports to meet corporate guidelines and promote transparency.
* Generated paper checks for employees and print stubs for associate who received direct deposits to complete payroll distribution.
* Investigate payroll variance and employees claim to resolve discrepancies and balance financial records.

# Education

* April 2017

SSC, ST. MARY’S ENGLISH HIGH SCHOOL.

* JUNE 2020

INTERMEDIATE, GOVT. COLLEGE OF COMMERCE & ECONOMIC.

* APRIL 2021

ACCA [TMUC] THE MILLENNIUM UNIVERSITY COLLEGE.

# SKILLS

* Multi-Tasking
* Time Management
* Team work
* Flexibility
* Stress Resistance
* operational floors Management
* MS Excel
* Weekly Business reports
* Manage to safe KPI (key performance indicator)
* Good Communication