

SHAHEEN PERWEEN

ACCOUNTING INTERN

SUMMARY

I am an accounting graduate from Ajman University. With a strong foundation in accounting principles, seeking an internship opportunity to apply my academic knowledge and develop practical skills in a dynamic accounting environment. I am eager to contribute, learn, and grow professionally.

PROFESSIONAL EXPERIENCE

FINANCE INTERN

Ajman University (January 2024 – May 2024)

Ajman, UAE

Key Responsibilities:

- Maintain accurate and up-to-date financial record for **Accounts Receivable**.
- Made various **Collections**: Cash, Cheques, Online Payments
- Student Requisitions: Processed **100+** Installment Plan Requests, Processed Chargeable requests, Prepared 20+ Financial Letters, Processed Shipment Requests
- Communicated with Students regarding their cheque settlements.
- **Customer Service**: Addressed customer queries and concerns.

ACADEMIC PROJECTS

- **Auditing research** at Thafsir Tax and Accounting Consultancy
- **Ratio analysis** for 4 companies: Samsung, Huawei, Nokia, Apple
- Applied the Hempel Model to assess ADIB Bank and evaluated **financial performance** at RAK Ceramics.
- Worked on a Research paper on **Sustainability knowledge** among university students – **Best Research Project Award**.
- Worked on a Research paper about **Fintech's impact** on banking profitability in emerging markets – **Best Research Project Award**.
- Produced a report on **information systems** at Etisalat.
- Participated in **Innovation** of adding new features to an existing product.

PROFESSIONAL DEVELOPMENT

- **Student Council Member** – Activities Coordinator
- **Peer leader** – Guided students in academic inquiries and concerns.
- **Peer Tutor** – Enhanced students 'coursework understanding and proficiency.
- **Planning and organizing** major events such as the Career Fair, Graduation ceremony, Honors Assembly and Global Day.

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EDUCATION

Bachelor of Science in Accounting

Ajman University (2020 – 2024)

Ajman, UAE

Cumulative GPA: 3.87/4.00

Accounting and Business

Our Own English High School (2018 – 2020)

Sharjah, UAE

Overall: 84%

TECHNICAL SKILLS

- Sage Software
- Argos
- Microsoft Office: MS word, MS power point, MS excel
- Jamovi
- Minitab
- SQL Developer
- SPSS
- ORS
- Data Analysis, Data Entry

SOFT SKILLS

- Time Management
- Leadership
- Communication
- Critical Thinking
- Attention to detail
- Adaptability
- Focus and Commitment
- Prioritizing

ACHIEVEMENTS

- **PWC’s Academy Challenge:** Achieved runner up position in the PWC Accounting and Finance University Challenge.
- **BEEAH Sustainability Competition:** Achieved runner-up position in the Sustainability Competition, recognized for innovative solutions.

CERTIFICATIONS

- **Data Analysis in Excel:** Completed training in Data Analysis using Microsoft Excel.
- **Introduction to Cybersecurity essentials (IBM):** Completed this course on Coursera gaining basic knowledge about cybersecurity.

AWARDS

- **University Honors Medal (2021 – 2024):** Awarded for Academic Excellence
- **Dean’s List (2021 – 2024):** Recognized for outstanding academic achievement throughout all semesters.
- **7th AU Research Day Competition:** Recognized with the Best Scientific Research Project award for two research projects focused on sustainability and fintech.

LANGUAGES

English

Hindi

HOBBIES

Sports

Art

Volunteering

Travelling

DIY projects

VISA STATUS

Golden Visa Holder