***Shamila Tahir***

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| ***7 KRUG COURT, LOUDONVILLE, NY 12211 (518)369-3235 ShamilaT@aol.com******OBJECTIVE*** |
| To work in a Financial position to enhance the financial and accounting system utilizing my 21 year’s experience in developing and implementing business strategies and maximizing overall performance of the finance department. |
| ***EXPERIENCE :***  |
| ***April 2012-Present*** ***Tobin & Dempf Law Offices Albany, NY*** ***Part Time Financial Consultant*** Maintaining Accounts Receivable, Accounts Payable, General Ledger, Bank Reconciliations, Utilizing Quickbooks, Payroll, Preparing Tax Returns, Preparing Financial Statements***March 1996-Present*** ***Franciscan Friars/Rensselaer, NY*** ***Assistant to the Treasurer/Finance Manager/Bookkeeper***Administrative Duties, Maintaining Accounts Receivable, Accounts Payable, General Ledger, Bank Reconciliations, Utilizing Quickbooks, Providing Quickbooks Training offsite and onsite, Audit Preparation, Payroll Preparation, Maintaining Human Resources Dept.,Year-end Tax Filings, Prepare Budgets, Preparing Investment Schedules, Health Insurance Claims, communication with Health Insurance Companies, Vehicle Insurance Claims, Maintaining Databases, Ordering Supplies, Maintaining Cemetery Bookkeeping, ***September 1994-May 1995*** ***Larry Knapek, CPA Accounting Firm/Albany, NY*** ***Accounting Intern***Completed monthly accounting for clients such as Bank Reconciliations, Cash Disbursements, Cash Receipts, Payroll Reports and Taxes. Performed various office duties.  |
| ***EDUCATION :***  |
| August 2005-October 2007 University of Phoenix Phoenix,AZ Bachelor of Science in Finance/BusinessSeptember 1993-June 1995 Bryant & Stratton Business College Albany,NYAssociates Degree in Accounting/Finance  \*\*\*Won Full Scholarship from College\*\*\*\* **Volunteer Experience:** Church special events, fundraising, Sunday School, Vacation Bible School**Personal Skills**: * Innovative
* Responsible
* Dependability
* Determination
* Critical Thinking
* Organizational Skills
* Confidence
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