***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/Business  September 1993-June 1995 Bryant & Stratton Business College Albany,NY  Associates 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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