

## Maisha Habib

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### Education

**The University of Texas at Dallas**  
B.S., Finance

Richardson, TX

### Experience

**The Bank of New York Mellon**

Fund Accountant

Remote

August 2022 - April 2023

- Utilized Geneva software to resolve cash exceptions, meticulously assessing their impact on overall account status and presenting findings to stakeholders with clarity and precision.
- Collaborated with tax auditors and preparers using SAP tools to effectively communicate fund details and ensure compliance with regulatory standards during audits. Assisted in auditing processes by providing accurate financial data and supporting documentation, contributing to successful audits.
- Produced comprehensive fund balance sheets using Geneva for distribution to shareholders, enhancing transparency and accountability. Verified and matched purchase orders with invoices, meticulously recording critical information using SAP tools to maintain accurate financial records.
- Analyzed and accurately calculated daily accounting records and sales transactions with an exceptional accuracy rate of 98%, ensuring financial integrity and reliability.

**Rave Energy**

Finance and Accounting Intern

Remote

August 2021 - December 2021

- Developed a highly accurate financial data model for Rave's energy sales commission tracking with 95% accuracy, designed to be updated monthly over a 5-year period, ensuring reliable forecasting and decision-making.
- Built detailed financial analyses that enabled the CFO to track critical KPIs, including YTD commission paid, future payout amounts, yearly commission outlook, and 5-year guaranteed commission payouts, contributing to informed financial decision-making.
- Implemented data-driven solutions that optimized commission tracking processes, resulting in a 20% reduction in processing time and enhanced data accuracy.
- Presented strategic insights and recommendations to senior management based on financial analyses, leading to a 15% increase in efficiency in commission payout forecasting and tracking.

**Wal-Mart**

Certified Pharmacy Technician

Allen, TX

January 2019 - May 2022

- Implemented precise medication dosage calculations, prescription label creation, and ensured proper disposal of expired medication, achieving a 30% increase in accuracy.
- Identified and analyzed operational barriers, collaborating with associates to improve productivity and safety with a focus on achieving 94% accuracy.
- Proficiently utilized the pharmacy's proprietary computer program to manage prescription information, including patient and prescriber data, drug selection, prescription interpretation, and insurance billing, maintaining a high accuracy rate of 97%.
- Supervised and trained a team of 6 employees on customer service best practices, conflict resolution strategies, payment processing, and daily operational procedures, consistently ensuring 100% customer satisfaction.