

Mariya Shaikh

Raleigh, NC
919-606-4962 (c)

gmshaikhmd@gmail.com
www.linkedin.com/pub/mariya-shaikh/13/4a0/ba9

Career Focus:

I have a Finance background with over 15 years of experience in multinational concerns. I am looking for opportunities to further my skills in Finance and Business Analytics.

Summary of skills:

- Project Management
- Budgeting / Forecasting
- Business Analytics/Intelligence
- Strong Tableau/Excel skills
- Proficient in SAS/Python/ SQL
- Fixed Asset Auditing
- Strong Communication Skills
- Effective Reporting/ Presentation
- Data Mining / Automation
- Business Transformation
- Trend Analysis/Data Viz
- Analytics Translator

Professional Experience:

Returns Modelling:

Mayne Pharma: Raleigh, NC, July 2018-July 2019

- Developed & automated BT model overhauling product returns process E2E
- Calculate GL returns accruals and sales validations
- Proficiently run queries on QAD (ERP) and iContracts
- Provide functional financial analysis using advanced Excel and Tableau skills

Billing Manager:

Shaikh Medical Clinic, Garner, NC Aug 2013-May 2017

- Monitored Denials, Aged Balances, Accounts Receivables
- Posted Payments from insurance companies into All Scripts EMR
- Trend analysis on Medicare/Medicaid, CI Payments
- Resolved system payment issues with billing team / Allscripts
- Implemented collection mechanism through payment plans/ collection agencies

Capital Budget Coordinator:

Lenovo-Morrisville, NC Sep 2004-June 2013

- Consolidated Capital Winter Plan for Lenovo WW (*nine figure budget*)
- Consolidated input from 50+ focal pts (Mfg, Dev, SC, Mktg, RESO, LC)
- Reviewed Annual Budget with Management; Presented to CFO
- Managed Quarterly Requests/Releases/Out of plan needs
- Coordinated US PIC (Physical Inventory Count) verifying 18,000+ assets in US
- Update Capital process documentation on QMX db per Business Controls
- **Accounting Liaison:**
 - Developed capital tracking spreadsheets post IBM transition
 - Asset tracking in GAMs (Global Asset Management System).
 - System transition from US GAAP to HK GAAP.

- US Census Bureau Reporting
- Modelling of tooling depreciation to finalize projections for GSC Expense
- Assisted in various phases of Physical Inventory Count

Capital Financial Analyst:

IBM-Raleigh, NC March 2000-September 2001

- Consolidated FY/Qtrly capital needs from focal points in various geographies
- Presented Capital requirements to Executive Director
- Assisted capital submission through eCRT (electronic Capital Request Tool)
- Approved/tracked projects in SAP
- Queried capital projects in VM

Intern:

Shoab Capital –Karachi , Pakistan May 1996-September 1996

- Assisted in currency trading in Treasury department
- Monitored currency fluctuation
- Monitored stock portfolios at Karachi Stock Exchange
- Managed fluctuation in company holdings and reported weekly data to Director

Intern:

Bank Indosuez-Karachi, Pakistan May 1995-September 1995

- Worked in Treasury, Corporate Finance, Investment Banking Divisions
- Monitored currency fluctuations
- Completed comprehensive feasibility study and survey on General Tires
- Presented final study to Branch Manager and Country Manager

Education:

East Carolina University-2000 Greenville, NC

Masters in Business Administration (MBA)

4.0 GPA

Major :Finance Minor: Marketing

Institute of Business Administration, University of Karachi – 1997 Karachi, Pakistan

Bachelors in Business Administration (BBA Hons)/MBA

3.8 GPA

Major: Finance Minor: Marketing

Certifications:

Wake Technical Community College, Raleigh, NC-Aug 2016-May 2018

Business Intelligence/Business Analytics Certification

SAS / Tableau/ Python/ Rapid Miner

Volunteer:

IAR Finance Chair: - Feb 2014-present

- Budget preparation / Account Audit

Treasurer-AF School- Jan 2005-Dec 2013

- Prepared tuition model / Validated / deposited registration receipts

Pullen Baptist Church- Jan 2016-present -Interfaith Group

Oak City Outreach Center Jan 2014-present-Prepare and Serve meals to needy