

REEBA ASLAM SHAIKH

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PROFILE

Finance and operations professional with hands-on experience across compliance, credit risk, financial reporting and client administration, combined with practical exposure to investment banking, risk, controllers and internal audit functions through JPMorgan Chase and Goldman Sachs job simulations. Currently the sole in-office professional across two accountancy practices in London, managing financial oversight, regulatory compliance and 500+ client relationships independently. Holds an MSc in Management with Distinction from Queen Mary University of London (merit scholarship) and a First Class BCom in International Accounting (9.3/10 GPA). ACCA part-qualified (7 of 13 papers). Strong quantitative, analytical and stakeholder-management skills, with a track record of translating complex financial and regulatory information into clear, actionable outcomes. Currently based in London and looking to relocate to India, seeking to bring this UK regulatory and financial expertise to a risk, compliance or finance role.

EDUCATION

Queen Mary University of London

London, England | Jan 2025 - Jan 2026

- *MSc in Management | Government of Maharashtra Merit Scholarship (Graduated with Distinction)*
- *Dissertation: Quantitative study examining the association between sustainability disclosure intensity and financial performance in Indian personal care firms (ESG/BRSR frameworks)*

Association of Chartered Certified Accountants (ACCA)

In Progress

- *Part-qualified - 7/13 papers completed*

KES Shroff Autonomous College (Affiliated to University of Mumbai)

Mumbai, India | Sept 2021 - April 2024

BCom in International Accounting (Graduated with First Class Honours - CGPA: 9.3/10)

PROFESSIONAL EXPERIENCE

Accounts Administrator / OD & ProBusiness Accountants

London, UK | Mar 2026- Present

- **Operations Management:** Sole in-office professional across two accountancy practices, overseeing all day-to-day operations, workflows and 500+ client relationships independently without direct supervision.
- **Financial Oversight & Administration:** Manages invoices, financial documentation, compliance filings and regulatory records across both practices, ensuring accuracy and completeness at all times.
- **Compliance & Regulatory Oversight:** Manages end-to-end compliance processes including AML checks (40+), Confirmation Statements (30+), HMRC agent authorisations (50+), VAT registrations and pension re-declarations, in line with UK regulatory requirements.
- **Stakeholder & Third-Party Liaison:** Manages all client correspondence by email and phone, liaising with HMRC, Companies House and external service providers to resolve queries and ensure timely completion of tasks.
- **Systems & Payroll:** Sets up payroll systems and HMRC payroll registrations for clients, and maintains accurate bookkeeping records using QuickBooks with bank transaction matching and reconciliation.
- **Monthly Client Reviews:** Conducts end-to-end monthly reviews across client portfolios, checking bookkeeping accuracy, bank reconciliations, P&L statements, PAYE payments and Corporation Tax positions.
- **Credit Control:** Oversees overdue balances across 150+ clients and manages the full debt recovery process, including Small Claims Court filings (10+ cases filed to date).

Business Development Advisor | Ace Accounting Solutions

Remote | Jan 2026- Present

(Concurrent with current employment)

- **Leadership & Team Coordination:** Led the operational setup of a scaling accounting firm, coordinating and delegating responsibilities across team members, ensuring clear accountability and smooth execution.
- **Planning & Delivery:** Set measurable three-month business goals, monitored progress and adjusted strategy based on results, maintaining a live tracking spreadsheet across all business development activity.
- **Process Improvement:** Implemented CRM and invoicing software, mapped existing processes and identified inefficiencies to improve operational efficiency from the ground up.

Tutor | Innovation Pod

London, UK | Sept 2025 - Feb 2026

- **Service Delivery:** Managed end-to-end delivery of tutoring services across multiple concurrent student engagements, handling all scheduling, communication and progress reporting independently.
- **Instruction & Curriculum Delivery:** Delivered STEM and coding instruction to primary school students, applying structured problem-solving and analytical thinking to improve learning outcomes.

Independent Portfolio Manager

Mumbai, India | Sept 2023 - Jan 2025

- **Performance & Reporting:** Achieved approximately 12% annual returns against a 9% benchmark through disciplined, research-led decision making, producing regular client reports and translating portfolio performance into clear insights for non-specialist stakeholders.
- **Client Management:** Built and managed an independent investment advisory practice, acquiring and retaining multiple clients with 100% client retention across all engagements.

Audit Assistant | Independent Auditor (GDCA-qualified)

Mumbai, India | Sept 2020 - Sept 2023

- **Audit Support & Documentation:** Assisted a qualified auditor across corporate and housing society audits over three years, preparing audit files, reviewing financial records and attending client site visits.
 - **Bookkeeping & Financial Administration:** Maintained petty cash, expense records and supporting financial documentation, assisting senior accountants with client records and day-to-day accounts administration.
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LEADERSHIP & VOLUNTEERING EXPERIENCE

National-Level Field Hockey Captain & Player

Mumbai, India | 2016-2024

- **Leadership & People Management:** Captained a national level field hockey team for multiple years, managing team operations, performance planning and mentoring junior players in a high-pressure competitive environment.
 - **Event Planning & Delivery:** Planned and delivered multiple college sports days end to end, coordinating venues, schedules, participants and logistics from start to finish.
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KEY SKILLS & ATTRIBUTES

- **Risk, Compliance & Financial Analysis:** AML checks, credit risk assessment, financial reporting, reconciliation, regulatory filings and control-driven process management.
 - **Financial Oversight & Administration:** Budget administration, invoicing, financial documentation, Companies House filings, payroll setup and bookkeeping.
 - **Stakeholder & Team Coordination:** Managing 500+ client relationships, coordinating cross-functional teams and liaising with external stakeholders and service providers professionally and efficiently.
 - **Tools & Systems:** QuickBooks Online, Xero, BrightPay, Quickfile, TaxCalc, Microsoft Excel (Advanced), Power BI, CRM systems, Google Workspace, Slack and project management platforms.
 - **Achievements:** Awarded the Government of Maharashtra Merit Scholarship for academic excellence to pursue MSc in Management with Distinction at Queen Mary University of London.
 - **Multilingual:** Fluent in English, Hindi, Urdu and Marathi; basic proficiency in French.
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Professional Development

JPMorgan Chase: Investment Banking Job Simulation (Forage) Jul 2026

- Evaluated acquisition targets using company, industry and strategic analysis to support an Asia expansion strategy.
- Applied DCF valuation, financial modelling and M&A analysis to recommend the most suitable acquisition target.

Goldman Sachs: Risk Job Simulation (Forage) | Jul 2026

- Assessed individual credit risk using financial data and quantitative analysis.
- Recommended risk mitigation strategies based on financial performance and lending risk.

Goldman Sachs: Internal Audit Job Simulation (Forage) | Jul 2026

- Performed risk assessments and identified control weaknesses within Global Banking & Markets.
- Recommended improvements to internal controls and compliance processes.

Goldman Sachs: Controllers Job Simulation (Forage) | Jul 2026

- Calculated Net Asset Value (NAV), reconciled financial data and analysed reporting accuracy.
- Used Excel to validate financial information and support reporting decisions.

Morrison Foerster: M&A Job Simulation (Forage) | Jul 2026

- Reviewed cross-border acquisition documents to identify key commercial and legal risks.
 - Prioritised transaction workstreams and supported deal execution planning.
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CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **QuickBooks Online Certification Level 1:** Intuit (2026)
- **Optimizing Revenue Operations with Toggl Track Certification** (2026)
- **Dext Certified Expert:** Dext (2026)
- **AML Certification:** Anti Money Laundering: An Introduction, 20:20 Innovation (2026)
- **Level 4 CIFA Certification:** Introduction to UK Financial Regulation and Professional Integrity: In progress (2026)
- **Microsoft Excel & Advanced Excel** (2023)
- **Power BI Certification** (2022)