

Human Resource Department,  
Islamabad.

Dear Sir / Madam,

It is indeed a wonderful feeling to apply at your esteemed organisation.

As the 'Financial Analyst and Management' professional, I remain involved in exploring the power of solid analytical and quantitative skills, data assessments, costing and inventory management, financial reporting, forecasting, and planning through proven techniques of finance and business management.

I am a proactive, ambitious and self-motivated young, vibrant woman in the mid-career with around 7 years of professional experience, having excellent knowledge of budgeting work, as well as strong attention to detail, organisational, and analytical skills to effectively prepare, analyse, and review financial data, transactions, and reports. I can also effectively carry out accounting functions for treasury, trade, and tax, and perform quarterly and monthly assessments while providing effective oversight of procurement activities and inventory management.

I pursue opportunities aimed at finance management and major accounting functions such as audit, investment and cash management, and performance analysis.

Briefly, an MBA in Finance and Financial Management Services with 7 years of professional experience, well-seasoned, trustworthy, acquainted and strategic resource person having quality knowledge with hands-on experiences of relevant tools, software's and systems with strong analytical, communication, and interpersonal skills, is seeking an inspiring platform to work as a key team player, learn and enhance career.

I will be looking forward to hearing from you soon.

Thanking you, I remain with warm regards.


Sincerely,

Sana Akram

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Mobile: +971 581069923

## Ms. Sana Akram | Financial Analyst and Finance and Business Management

CNIC: 61101-5051502-8	Husband Name: Muhammad Saeed	
Work experience: 07 years		
Date of birth: 27 February 1989		
Email: sanaakram8989@gmail.com	Cell: +971 581069923	
Master of Business Administration (MBA) specialised in Finance and Financial Management Services, Quaid-i-Azam University Islamabad.		

### SUMMARY

As the 'Financial Analyst and Management' professional, I remain involved in exploring the power of solid analytical and quantitative skills, data assessments, costing and inventory management, financial reporting, forecasting, and planning through proven techniques of finance and business management.

I am a proactive, ambitious, and self-motivated young, vibrant woman in the mid-career with around 7 years of professional experience, having excellent knowledge of financial modelling and reporting, and budgeting work, as well as strong attention to detail, organisational, and analytical skills to effectively prepare, analyse, and review financial data, transactions, and reports. I can also effectively carry out accounting functions for treasury, trade, and tax, and perform quarterly and monthly assessments while providing effective oversight of procurement activities and inventory management.

I pursue opportunities aimed at finance management and major accounting functions such as audit, investment and cash management, and performance analysis.

### OBJECTIVE

Lead the financial and business management as a key team member for improved economical and contributory growth of an organisation with my knowledge, expertise, and experience, whilst improving hands-on experience of multiple financial and management functions and continuously learn in the pursuit of achieving excellence and optimum career growth.

### EXPERIENCE

#### Assistant Manager | Cost and Inventory

Agility Logistics Pvt. Ltd.

Oct 2017 to Nov 2018



#### Core Responsibilities

As an inventory team lead, cost management, inventory management, budgeting, team management, efficient and timely reporting and effective coordination to the higher management are my chores, with the following key tasks:

- Budget management with profit and loss working analysis and recommendations to the higher management
- Reporting through dashboards
- Cost and inventory management
- Coordination with internally with teams and departments and externally with clients/vendors
- General administration, operations and supervision of staff
- Ensure timely submission and review of warehouse occupancy reports

- Participation as core member of procurement negotiation committee

## **Executive Finance | Financial Accounting**

**Warid Telecom Pvt Ltd.**

**Feb. 2012 to Sep 2017**



### *Core Responsibilities*

Worked in a high paced cellular company regional head office to manage, record and maintain inflows and outflows of financial and stocks. My core assignments were the following:

- Maintain accounts on account of cash billing, cheques and credit cards
- TABS reconciliation for cash and cheques, while ensuring smooth transaction to banks
- Report compilation of daily basis on overall transactions
- Produce monthly reconciled data reports
- Management of inventory in TABS and their subsequent reporting
- Processing of vendor payment invoices in routine
- Assist in processing of franchise invoices for inventory orders through warehouse
- Maintenance of record of franchises stocks reports
- Reconciliation of franchises invoices and payments on routine basis
- Issuance of inventory to corporate sales department
- To maintain record of all transaction receipts and aging listing of outstanding stocks
- To ensure stock movement physically as well as through TABS
- To carry out physical inventory checks regularly at store and at finance counters for accurate reporting on systematic basis

## **Internee**

**ZaraiTaraqiati Bank Ltd.**

**Jul 2011 to Aug 2011**



Completed my 6 weeks' internship at the renowned agricultural bank of Pakistan, during my internship period I have learned and practiced the following:

- Gained insight into a professional working environment and understand the culture of the financial institution
- Developed skills required to interact with senior management and staff in a professional manner
- Developed time management skills and the ability to be responsible for more than one project at a time
- Understand working knowledge about the credit policies of the bank and the administration of the credit management process
- Learn about the receivables policies and the collections procedures
- Understand about the inventory policies and the inventory management process
- Well understand about the cash management of a financial institution
- Developed an understanding of the process used by a financial institution to examine the investment goals, insight into security analysis methods
- Learned the use of proprietary software to analyse the investment needs
- Developed good knowledge about the various investment products offered by the bank

## **KEY SKILLS**

- Team player
- Interpersonal and communication skills:
- Analytic and problem solver

- Flexible and adaptive
- Committed and dedicated
- Honest, trustworthy and responsible

## EDUCATION

**Master's in Business Administration (MBA)** 78.20% Marks  
**Finance and Financial Management Services** 2010-2012  
 Quaid-i-Azam School of Management Sciences  
 Quaid-i-Azam University, Islamabad

**Bachelor's in Commerce (B. Com)** 1<sup>st</sup> Division  
 Islamabad Commerce College for Women 2006-2008  
 F-10/3, Islamabad

**FSC (Social Sciences)** Grade B  
 Islamabad Model College for Girls 2004-2006  
 F-7/4 Islamabad.

**SSC (Science)** Grade A  
 F.G. Secondary School No. 13 2002-2004  
 G-9/4 Islamabad.

## PROFESSIONAL REFERENCES

Mr. Saad Tariq  
 Ex line Manager (Director Warehousing)  
 Agility Logistics Pvt. Ltd.  
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Mr. Saleem Khan  
 Ex line manager (Senior Executive Finance)  
 Warid Telecom Pvt. Ltd.  
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Mr. Shaheen Iqbal  
 Zarai Taraqiyati Bank Limited.

Mr. Imran Siddiqui  
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