**SABA PERVAIZ**

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Summary

An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks. Particular strength in bridging cultural gaps through education and interpersonal relations. Also worked as *Finance and Account Officer* specializing in financial planning, reporting and analysis in both private and public sectors.

Area of Specialization

BS BA (Honours) –AccountingandFinance

Highlights

* Portfolio Management • SAP
* Cost Accounting • SPSS
* Risk Management • Financial & Strategy Planning
* Credit Management • MS Office
* Peachtree • MS Project
* Prezi • Adobe Photoshop
* Tally ERP9

Accomplishments

Best Performer Award:Won Best Performer Award for achieving benchmark for the month of February 2015

Accounting Skills: Operated computers programmed with accounting software to record, store, and analyze information

Auditing: Extensive experience with financial statements audits and reviews of a non-profit government organization

SAP:SAP proficiency in HR module of a Government organization

Analytical Skills: Analysis of Financial Statements of a Government organization

Organizing Skills: Organized an Entrepreneurial fair 'Innovatio'14'

Research:Created Research Paper titled "Domestic Consumption of an Individual". Business Competition:Won "Global Business Challenge 2012"

Experience

**Business Development Executive** Oct 2015 to Current

**MA Services Pvt Ltd** –Islamabad, Federal.

**Semi Executive** Feb 2015 to July 2015

**Axproz**- Islamabad, Federal.

Performed the research in order to conduct documentation. Addressed and resolved non-routine, complex and unexpected variances.

**Junior Finance Officer** Mar 2014 to Dec 2014

**Federal Board of Revenue**-Islamabad, Federal.

Assisted the CFO with the production of the monthly financial, management reports and board packages. Evaluated accounting requirements during discovery meetings with potential clients.

**Assistant Investment Manager** June 2013 to Nov 2013

**Islamabad Stock Exchange**- Islamabad, Federal.

Assisted in arranging client meeting, management of investments and brokerage house activities.

**Intern**  June 2012 to Aug 2012

**Pakistan Telecommunication Company Limited**- Islamabad, Federal.

Learnt SAP Proficiency in HR Module. Customer Representation Experience in PTCL OSS. Updated the Retirement, Recruitment and Transfer Processes after Benchmarking With Industry.

Education

**BS (BA), Accounting and Finance**  2014

**Quaid I Azam University**- Islamabad, Federal, Pakistan.

Minor in Human Resource

3.5/4.0 CGPA

Member of Dramatic Club Quaid iAzam University.

Academic Projects

* + - * Case Study on the **Trademark Issue of Rahat and Tehzeeb Bakers**- November 2014
      * Designed a documentary on **Toyota Motor**- October 2014
      * Arranged an entrepreneurial fair **Innovatio’14-** May 2014
      * Developed a **Research Paper on Domestic Consumption**- October 2012
      * Designed a documentary on **Consumer Behavior** at Sunday Market by conducting interviews from different people analyzing how their preferences vary- April 2013
      * **Financial Analysis** of Oil and Gas Development Company Limited- November2012
      * Launched a **New Business Idea** of Boutique- April 2012

**Exchange Program, Finance and Auditing**  2013

**Thiel College**- Greenville, Pennsylvania, USA.

3.75/4.0 CGPA

Recognition in Dean's Honor List.

Member of Thiel College Welfare Society and Rotary Club.

Cultural Ambassador of Pakistan at College.

**High School, Commerce**2010

**Al-Ghazali College of Modern Sciences**- Kotli, Azad Kashmir, Pakistan.

Won Bronze Medal for outstanding performance by obtaining 81% marks

**Matriculation, Science**2008

**Fauji Foundation Model School**- Kotli, Azad Kashmir, Pakistan.

79% marks obtained.

Interests

* Networking
* Traveling
* Literature
* Gardening

Languages

* Fluent speaking/writing/reading Urdu
* Fluent speaking/writing/reading English
* Beginner French

Community Service

* Volunteered for St. Paul’s Nursing Home Greenville, PA
* Volunteered for Good Shepard Greenville, PA
* Volunteered as a English Teacher at Vocational Center

Competencies

* Quick learner
* Ability to carry out instructions
* Good communication and interpersonal skills
* Good finance concepts & keen observer.
* Time management
* Flexible

Affiliations

* Federal Board of Revenue (FBR)
* Islamabad Stock Exchange (ISE)
* Chartered Institute of Management Accountants (CIMA)

Reference

Available on demand