

Muhammad Abu Bakar Saleem

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EDUCATION			
School/College	Years	Program	CGPA/%
University of Management and Technology (UMT), Lahore	2020-present	BSc. Accounting & Finance	3.12/4.00
Key Courses: Financial Reporting, Cost Accounting, Taxation, Financial Management, Business Law, Financial Statement Analysis, Audit and Assurance, Economics, and Business Finance			
Khawaja Fareed Govt Post graduate College, Rahim Yar Khan	2018-20	F.Sc. (Pre-Engineering)	58%
Oxbridge Secondary School, Rahim Yar Khan	2016-2018	Matriculation	81%

PROFESSIONAL EXPERIENCE		
Year	Entity/Organization	Details
2022	Allied Bank Ltd. (Subsidiary of Ibrahim Holdings) Operational Intern	<ul style="list-style-type: none">Assisted with daily banking operations, including account management, transaction processing, and customer service.Conducted research and analysis to support decision-making processes, such as market trends and competitor analysis.Collaborated with team members to streamline processes and improve operational efficiency.Assisted in the development and implementation of operational policies and procedures.Utilized banking software systems for transaction processing and account management.Provided exceptional customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction.Assisted in compliance-related activities, such as monitoring and reporting to ensure adherence to regulatory guidelines.Demonstrated strong attention to detail and accuracy in financial transactions.Utilized spreadsheet applications, such as Microsoft Excel, for data analysis and reporting purposes.Contributed to a project/initiative that resulted in increased efficiency or cost savings.Received positive feedback from supervisors for professionalism, reliability, and teamwork skills.

LEADERSHIP & EXTRACURRICULARS		
Year	Entity/Organization	Details
2022-present	UMT Talks Information Secretary	<ul style="list-style-type: none">Efficiently managed and organized information flow within the college society, ensuring timely dissemination of important updates and announcements to members.Developed and maintained an organized database of society members, including contact information, attendance records, and participation details.Created and distributed informative emails, and social media posts to keep society members informed about upcoming events, meetings, and deadlines.Assisted in planning and executing various society events, including workshops, seminars, and social gatherings, by providing logistical support and ensuring accurate communication with participants.Collaborated with other society executives to develop and implement strategies for effective communication and engagement with members.Acted as a point of contact for society inquiries and provided prompt and accurate responses to members' queries and concerns.Managed the society's online presence by updating and maintaining the official social media platforms, and online event calendars.Prepared comprehensive meeting minutes and reports, summarizing key discussions and decisions made during society meetings.Demonstrated strong interpersonal skills by effectively liaising with external stakeholders, such as guest speakers, sponsors, and vendors, to ensure successful collaboration and event execution.Proactively identified areas for improvement in communication processes and implemented innovative solutions to enhance the overall effectiveness of information sharing within society.

PROJECTS		
Year	Course	Details
2023	Audit and Internal control	Made the internal controls with all aspects of a company with its policies and document flowcharts.
2022	Business Communication	Establish a business for two months with a capital of 10000Pkr and made more than 60000Pkr in term of net profit in these two months.
2022	Managerial Accounting	Forecasted the 13 schedules of budget of the Habib Sugar Mills (Pvt) Ltd for the year 2023.
2022	Financial Reporting	Performed complete financial reporting along with inventory management, disposing, revolution, and depreciation for a financial year.

OTHER	
<ul style="list-style-type: none">Skills: Sage (Accounting Software), Canva, and MS Office.Interests: Keeping abreast with geo-political developments.	