

# Muhammad Abu Bakar Saleem

Phone: +92-321-8673171 | Email Address: abubakarsaleemchaudhry1@gmail.com

## EDUCATION

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

## PROFESSIONAL EXPERIENCE

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

## LEADERSHIP & EXTRACURRICULARS

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

## PROJECTS

Year	Course	Details
2023	<b>Audit and Internal control</b>	Made the internal controls with all aspects of a company with its policies and document flowcharts.
2022	<b>Business Communication</b>	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	<b>Managerial Accounting</b>	Forecasted the 13 schedules of budget of the Habib Sugar Mills (Pvt) Ltd for the year 2023.
2022	<b>Financial Reporting</b>	Performed complete financial reporting along with inventory management, disposing, revolution, and depreciation for a financial year.

## OTHER

- Skills:** Sage (Accounting Software), Canva, and MS Office.
- Interests:** Keeping abreast with geo-political developments.