

Saira Khan

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A progressive commerce graduate with the ability to manage multiple demanding tasks with positivity, self-assurance, dedication, and integrity for organizational and self-benefit. Looking forward to being instated in an institution which cherishes the same values.

INTERNSHIPS

- ***Telenor Pakistan, Financial Services Division (September 2, 2015 to November 2, 2015). Duties Included:***
 - All supporting activities assigned by the FS manager related to establishment and expansion of Over-the-Counter Alternative Delivery Channel of Easypaisa by Telenor, Pakistan.
 - Assistance to Business Support Specialist for preparation, updating and maintenance of ADC Process Manual
 - Day-to-day tasks including, not limited to, help gather, maintain and share supportive data for DTD, MTD and YTD data for performance analysis;
 - Actively participate in meetings in-house and with strategic and affinity partners.
 - Complaint-handling: daily correspondence with business and affinity partners in order to cater to their complaint related to easypaisa service distribution and retailers.
- ***Finance Department of CO.CO. Traders, Pvt. (Ltd.) (May 13, 2013 to June 29, 2013). Duties Included:***
 - Administrative support to finance team
 - Maintenance of accounts and finance files
 - Upgrading information on MIS
 - Documentation and controlling of cash flows

EDUCATION

Pakistan Institute of Public Finance Accountants

PIPFA Certification: Finalist (Level 4)

College of Accountancy and Professional Studies (CAPS)

Computer Competency Practical Training (CCPT) Certification

June 5, 2015

Hailey College of Commerce, University of the Punjab, Lahore.

Bachelor in Commerce (Honors)

Concentration: Finance

Completion: August 31, 2013

Final CGPA: 3.69

SKILLS

Professional	MS Word, MS PowerPoint, MS Excel
	PeachTree Complete Accounting Software and QuickBooks
	Ability to work on Windows and Linux O/S
Language	English: Advanced
	Urdu: Proficient
Personal Characteristics	Diligent and Responsible
	Studious and Detail-oriented
	Willful and determined
	Creative and aesthetic
	Adaptable and easygoing
	Supportive and empathetic
	Self-reliant and dependable
Interests and Activities	Preference to open work environment and team efforts
	Reading, Painting, Cooking

REFERENCES:

<p>Ayesha Hassnain <i>Business Support Specialist</i> (Financial Services) Telenor Pakistan</p> <p>Contact No. +923454023039</p>	<p>Ms. Ambreen Fatima <i>Senior Lecturer</i> Government College University and PIPFA</p> <p>Contact No. +923214291603</p>
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