

Education

International Islamic University  
Master of Business  
Administration, Finance |  
Islamabad  
July 2021

National University of Modern  
Languages  
Bachelor of Business  
Administration, Finance |  
Islamabad  
March 2019

Certifications

Data Driven Decision Making  
PwC

Problem Solving with Excel  
PwC

Accounting Analysis I:  
Measurement and Disclosure of  
Assets  
University of Illinois

Industry

- Accounting/Taxation
- Banking/Financial Services
- Accounting & finance

Functional Area

- Banking Operations
- Accounts, Finance & Financial Services
- Administration & Office Support
- Income Tax Compliance

Languages

- Urdu – Native
- English – Medium

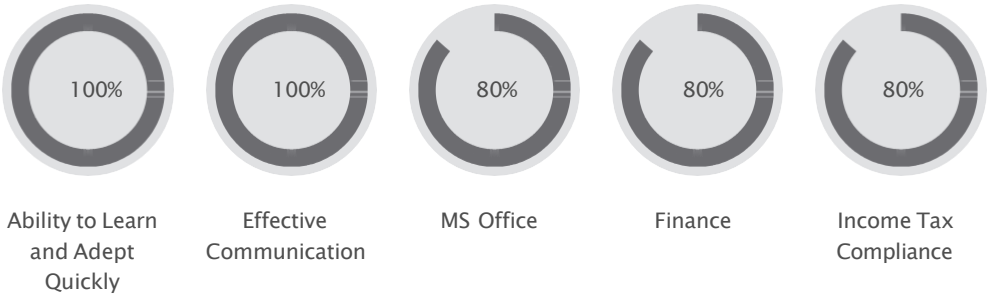
Hina Iftikhar

26 years old  
Accounts & Finance Officer

Summary

I am a dedicated finance professional with a passion for optimizing financial strategies and driving organizational success. I am seeking a challenging and dynamic role in Corporate Finance to leverage a strong foundation in financial analysis, risk management, and strategic planning. I am committed to delivering measurable results through meticulous attention to detail, analytical acumen, and a proactive approach to problem-solving. I am eager to contribute my skills and expertise to a forward-thinking team, fostering innovation and achieving mutual growth.

Specialties



Work Experience

19 Months

Aug 2022 – Present

**Banking Services Officer**  
Allied Bank Limited

I have served in two major roles at ABL which include Banking Services Officer and Teller. My roles include recording the day-to-day financial transactions, supervising transactions like demand draft, manager's cheque, fund transfer and loan payments, opening and closing customer bank accounts, managing cash, cheques, customer deposits and withdrawal transactions. Beside this I am also engaged for processing of opening new account, maintenance of customers records, Cheque books, term deposit, payments, clearing, internal & on-line transfers and other general banking transactions, maintain database for reporting/record and assist Operation Managers in branch operations.

5 Months

Sep 2020 – Feb 2021

**Administration and Finance Internee**  
Faculty of Management Sciences IIUI

I was assigned various roles at Management Sciences Department of International Islamic University Islamabad which include reviewing financial reports, monitoring accounts, and preparing financial forecasts. I monitored the day-to-day financial operations and manage the department reporting systems.

2 Months

Jul 2018 – Sep 2018

**Finance Internee**  
Bank Alfalah Limited

I worked as a finance internee with major role for customers' accounts opening, cash reconciliation, cheques and billing management, and dealing with customer related to their queries.

Projects

Comparative Study on Islamic vs Conventional Insurance – IIUI