
SAMIYA SATTAR

Personal Information

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samiyasattar1@gmail.com
Islamabad Pakistan

Diplomas

- textile designing
NAVTEC Islamabad
Pakistan | 6 months |
2021
- English language
NUML University
Islamabad | 6 months |
2020

Certificates

- **Certificate of Honors**
for Passing the MS
Degree with Cum Laude
2024, Bahria University,
Islamabad, Pakistan
- **Certificate of
Achievement** for
Participating 17th
Entrepreneurial week
19th & 20th December
2017, Numl University,
Islamabad, Pakistan
- **Certificate of
Achievement**
Participating in
Business Plan
Competition 2017,
Numl University,
Islamabad, Pakistan

Skills

- MS Office
- Team work
- Communication skills
- Critical thinking
- Problem solving
- Project management

Languages

- English
- Urdu

Profile summary

Versatile and result-driven professional with a strong academic background, achieving Cum Laude honors in MS from Bahria University, Islamabad. Equipped with exceptional skills in communication, teamwork, critical thinking, problem-solving, and project management. Adept at adapting to diverse roles and responsibilities, ensuring efficiency and excellence across various professional domains.

Experience

Accounts Trainee, Beaconhouse Newlands, Islamabad, Pakistan — October 2023 - April 2024

My key Responsibilities include, Maintaining and Updating financial records, Post journal entries and maintain ledger, Assist in bank reconciliation to ensure accuracy of financial records, Prepare vendor payments, Scanning and organising all invoices and upload on to the process manager platform Assist in managing petty cash transaction and reconciliation, Assist in new hiring of employees and accurate recording of payroll information, Assist in final settlement cases of employees, and Assist in tax deduction in compliance with regulatory requirement.

Intern, Askari bank LTD, Islamabad, Pakistan — August 2023 - October 2023

My key Responsibilities include, Assisted in Account Opening, Solving Discrepancies on accounts, Learned about banking operations, financial products and services, Gained knowledge about the banks remittance and clearing procedures, Assisted with customer service, resolve customer inquires and provided information on banking products.

Intern, Inter services Public Relations (ISPR), Rawalpindi, Pakistan — Six Weeks 2019

My key Responsibilities include, Attended seminars and lectures delivered by high ranked army officers, Navy officers and Air forces, which were based on the military discipline, leadership, team work and many more, and Attended seminars and lectures delivered by well known Authors, celebrities and motivational speakers, who shared their expertise, personal and professional experiences.

Education

MS in Management Sciences, Bahria University, Islamabad, Pakistan — 2022 - 2024 — 3.63 CGPA

Research Thesis: Gossiping in the office understanding its link to Psychological Distress and Subsequent effects on procrastination and absenteeism among Pakistan school teachers with moderating effect of neuroticism.

MBA Finance, Numl University, Islamabad, Pakistan — 2016 - 2020 — 3.20 CGPA

Bachelor of Commerce, Punjab College of Commerce, Rawalpindi, Pakistan — 2014 - 2016 — 1st Division
