



Mrs. Sana Sattar
MBA HR
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Nationality: Pakistani
Year of Birth: 1993
Profession: BBA Hons. Finance, MBA Human Resource
Specialization: Operational & Management in Finance and Human Resorse.

AREAS OF EXPERTISE

- **Finance and Accounts** developing Daily / Monthly / Yearly reporting & also developing Cash Control Sheets / Meeting with department heads / Account Payable / Collection / Payroll.
 - **Budgets / Salaries / Bank Statements** Develop and manage Annual / Multi-Yearly budgets that are adequate for the organization needs / Including preparation of periodic budget forecasts / Supervision / Execution and Cost Estimation & Evaluation / Vendor payments & Check requests / Process employee Payments / Tax / Finance Privilege.
 - **Balance Sheets / Records** of reconcile bank account and general ledger account as assigned / Analyze monthly financial statements (Balance Sheet, Income Statements and Statements Of Cash Flow) / Assist in reconciling all balance sheet.
 - **Financial Audits** Assist / Evaluating the financial transactions and statements / ensure that account presented to the public and shareholders are accurate and justified / Preparing documents of everything has been appropriated / accurate / and justified.
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EDUCATION STATUS

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| • MBA (Human Recourses)
Foundation University Islamabad. | 2019 - 2021 |
| • BBA Hons. (Finance)
Foundation University Islamabad. | 2015 - 2019 |
| • FA (Humanities)
FBISE. | 2014 |
| • Matric (Science)
FBISE. | 2011 |
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SKILLS / ABILITIES

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| • MS OFFICE | • Risk Assessment. |
| • SAP | • Capital Management. |
| | • Maintaining Operational Health Of a company. |
| | • Maintaining Procurement funds. |
| | • Maintaining Cash flow. |
| | • Cost Estimation. |
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ADDITIONAL COURSES

- Computer Course.
 - Stitching and Craft Course.
 - Mirror Work Course.
 - Glass and Do Works Course.
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EXPERIENCE RECORD

2020 – 2021

Mass Construction PVT Limited.

1 Year

**Account Assistant
(Mechanical)**

New Islamabad International Airport

Job Description:

1. As Account Assistant

- I am responsible for all Account & Finance activities of above mentioned company.
- Prepared ITBs, RFQs, RFIs, RFTs, proposed cost estimates for bidding, calculated man-hours and prepared work plans and schedules
- Make / prepare technical and financial bids according to the ITB / RFQ documents
- Preparing estimates as per developed norms and working man-hours, Cost controlling, Take off BOQ, quantities & price re-measurement, project costing and review ITB and other documents.
- Establishing and determining the cost for the specified project to ensure accurate cost allocation or all activities in line with the scope of project and BOQ
- Preparation of database of material prices for effective and efficient results
- Rechecked / reviewed the whole design, made necessary amendments and got approval from consultant and client.
- Prepare ITP, RFIs and Controlling whole Quality Control/ Quality Assurance Processes.
- Planning of project schedules for activities of Project
- Generation of Weekly & Monthly progress reports
- To plan and arrange material and coordination with procurement team
- To co-ordinate with the vendors for items procurement & Implementation of Safety Plans.

WWF (World Wide Fund for Nature)

7 Weeks

(As a Trainee)

Pakistan International ECO Internship Program.

FINAL YEAR PROJECT

- **Final Year Project of MBA**

CSR Activity

Golden Planet (New Business Idea for “Everything under One Roof”)

Automobile Industry (Identifications and solutions of the Problems)

- **Final Year Project of BBA Hons**

Coffee Cafe (New Business Idea)

Leopard Courier (Identification and Solutions of the Problems)

LANGUAGE'S PROFICIENCY

- Urdu
- English

REFERENCEp

Available upon request