

# SYEDA AMNA SHEHRBANO

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Versatile business professional with a BBA (Honours) in Finance and hands-on experience in administration, finance, HR, and operations. Proven ability to streamline processes, enhance efficiency, and support cross-functional teams in achieving organizational goals. Adaptable, results-driven, and effective in multicultural environments.

## EXPERIENCE

### Assistant Recruiter | Work Together HR Recruiters

Aug,2025-Present

- Talent Acquisition
- CV's Screening

### Junior Accountant | Sky Touch International Travel & Tours Ltd.

Feb,2024-Apr,2025

- Update accounts payable (AP) and accounts receivable (AR) records
- Prepare and send customer invoices
- Match company bank statements with accounting records
- Help in preparing basic financial reports for review by senior accountants

### Management Trainee Officer | Finance | Fauji Towers Head Office

Dec,2022-Dec,2023

- Optimized daily cash flow processes, ensuring 100% accuracy in fund transfers and bank reconciliations.
- Assisted in investment planning and liquidity management, contributing to improved short-term funding decisions.
- Streamlined provident fund operations, reducing processing time for contributions and withdrawals by 99%
- Gained hands-on experience with accounting software and financial management tools.
- Maintain proper documentation for audits and tax filing.

### Finance Executive | Sky Touch International Travel & Tours Ltd.

Jan,2022-Nov,2022

- Assist in budget preparation and cost tracking.
- Update ledgers, reconcile bank statements, and ensure data accuracy
- Handle petty cash transactions.
- Prepare and maintain **financial reports** (monthly, quarterly, yearly)

### Admin Support Executive | C&W Resources

Oct,2020-Dec,2021

- Maintained organized filing systems (digital & physical), improving document retrieval efficiency by 20%
- Processed invoices and expense reports within set timelines.
- Delivered comprehensive administrative support, ensuring smooth day-to-day office operations.

### Finance Internee | Fauji Fertilizer Bin Qasim-Islamabad

July,2019-Aug,2019

- Assisted in preparing financial statements, reports, and reconciliations with attention to accuracy.
- Conducted data entry and verification for accounts payable/receivable, reducing discrepancies
- Assisted in auditing activities by compiling and organizing required documentation.

**HR Internee | Coca Cola Beverages Ltd***Aug,2018-Sep,2018*

- Assisted in HR functions, including onboarding, record-keeping, and conducted trainings
- Coordinate with vendors, clients, and internal teams on payment-related queries.
- Assisted to process improvement initiatives, enhancing operational efficiency.

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**EDUCATION****BBA (Finance) | Foundation University Islamabad (FUI)***2016-2020*

- CGPA 3.84 /4.0

**FSC: Pre-Medical | Global College – Harley Street, Rawalpindi***2012-2014*

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**CERTIFICATION****QuickBooks Online Accountant Certification | Intuit QuickBooks***Jan,2025*

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**DISTINGUISHED  
ACHIEVEMENTS**

- Certificate of Distinction with CGPA 3.84- BBA (Honours).
- Merit-Based Scholarship Holder-Foundation University
- Vice President of Economics Society- Foundation University
- Active Member of Character-Building Society-Foundation University

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**TECHNICAL  
SKILLS**

- MS Office Suit ( Excel, Word, PowerPoint)
- Microsoft Outlook
- ERP/Accounting Software (QuickBooks, SAP, Oracle)

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**Reference**

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