

ABDUL SATTAR

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EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION [FINANCE]

Jan 2022 – Dec 2025

University of Sindh, Jamshoro

- CGPA: **3.92** / 4.00
- Relevant Courses: Treasury & Fund Management, Investment & Portfolio Management, Financial Management, Money & Banking, Financial & Cost Accounting, Auditing, Statistics, Project management, Micro and Macro Economics, Business Ethics

INTERMEDIATE & MATRICULATION

Aug 2016 – Aug 2020

Pak-Turk Maarif International Schools & Colleges

- Academic Scholarship Recipient

PROFESSIONAL EXPERIENCE

STATE BANK OF PAKISTAN

Jun 2024 – Aug 2024

Intern | Central Banking Operations |

- Completed 6-week rotation across 5 departments: Financial Inclusion, Internal Audit, Salaries & Advances, Banking, and Prize Bonds.
- Contributed to policy drafts impacting 10+ under banked clients.
- Reviewed 60+ financial records; flagged 2 key audit issues.
- Processed 15+ salary advances totaling PKR 2.3M; cut processing time by 30%.
- Handled 30+ daily transactions; ensured 100% record accuracy in Prize Bonds.

ACADEMIC PROJECTS & RESEARCH

APNA ZAIQA TIFFIN SERVICE

Jan 2025 – Apr 2025

Business Plan Leader

- Launched a meal service targeting 50+ students and working bachelors in Jamshoro
- Oversaw planning, vendor coordination, and marketing strategy
- Increased repeat customers by 40% within 2 months

COLGATE PALMOLIVE PAKISTAN LTD

Sept 2024 – Sept 2024

Research Intern | Job Satisfaction Study

- Conducted a research project on employee job satisfaction in collaboration with the HR department.
- Designed and distributed surveys to 30+ staff members; collected and analyzed data.
- Identified key improvement areas such as work-life balance and internal communication.

ACHIEVEMENTS

- Prime Minister Laptop Award (Nov 2023)
- 1st Prize, District-Level Debate Competition (Aug 2018)
- Full Scholarship, SSC & HSC – Pak-Turk Maarif International Schools (2016–2020)

TECHNICAL & SOFT SKILLS

- Technical: MS Excel, PowerPoint, Word, Financial Modeling, Data Analysis
- Soft Skills: Leadership, Team Collaboration, Report Writing, Time Management

EXTRACURRICULARS & INTERESTS

- Volunteer Teaching, Debate, Solving Logical Puzzles, Movies, Community Work

ACERTIFICATIONS & LANGUAGES

Social Internship | **Sindh Environmental Protection Agency (SEPA)** |

Sept 2023 – Oct 2023

Participated in environmental awareness programs and data handling tasks

Languages: English (Fluent), Urdu (Native), Sindhi (Native)