

# Saba Aman

+92 3035913888 | sabakhattak3499@gmail.com | Islamabad, PK

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## Summary

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Driven individual with strong administration, organization, and prioritization skills. Approachable, personable, and proactive in providing comprehensive admin support and seeking opportunities to upskill.

## Experience

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### **UBS Technologies Pvt Ltd-Marigold Insulation UK Limited | Rawalpindi, PK** **Admin & Finance Officer | 02/2024 - 10/2025**

1. Handled reconciliation of company bank accounts, ensuring accuracy and timely resolution of discrepancies.
2. Possessed an understanding of UK VAT periods and HMRC VAT returns, ensuring compliance with relevant tax regulations.
3. Managed accounts payable, processing and recording invoices accurately in the ERP system, ensuring timely payments and adherence to company policies.
4. Created and generated invoices within the ERP system, ensuring proper documentation and alignment with company procedures.
5. Verified and checked invoices against company prerequisites to ensure accuracy and compliance with internal controls.
6. Generated payment lists for the UK office, ensuring all payments were processed efficiently and in accordance with company schedules.
7. Regularly updated and maintained financial ledgers, ensuring accurate and up-to-date financial records.
8. Supported compliance with UK financial and VAT regulations, contributing to accurate reporting and tax filing.

### **Fatima Jinnah Women Business Incubation Center | Rawalpindi, PK** **IT/Admin Officer | 02/2023 - 02/2024**

1. Proficiently managed administrative tasks, including filing systems and data entry, ensuring accurate and accessible information for smooth company operations.
2. Provided comprehensive support to managers, handling tasks such as scheduling, inventory management, and coordinating meetings with efficiency.
3. Demonstrated financial acumen by inputting transactions into accounting systems, managing petty cash, and supporting payroll processing to ensure timely and accurate payments.
4. Facilitated seamless office functioning by overseeing supplies, handling correspondence, coordinating repairs, and arranging travel accommodations, exhibiting strong organizational and communication skills.

### **NAVTTTC-Fatima Jinnah Women University | Rawalpindi, PK** **Assistant Program Coordinator | 04/2023 - 11/2024**

1. Managed talent development program applications, conducting eligibility checks and tracking emerging talent through industry profiles and creative output assessment.
2. Oversaw program budgets and coordinated logistics for events and workshops, including venue booking and catering arrangements.
3. Efficiently led a team of 8+ employees, ensuring smooth operations and timely communication of updates.
4. Facilitated effective communication, coordinated staff training and onboarding, and optimized workflow distribution to enhance productivity and foster team cohesion.

### **NAVTTTC-Fatima Jinnah Women University | Rawalpindi, PK** **Assistant Program Coordinator | 03/2022 - 11/2022**

1. Engaged with the administration/coordination department to ensure smooth operations.
2. Managed telephone exchanges and maintained mail registers for efficient communication.
3. Maintained attendance records to ensure accurate tracking of staff presence.
4. Organized official tours for senior executives, including arrangements for boarding and lodging, demonstrating logistical coordination skills.

### **Office of Research, Innovation and Commercialization, Fatima Jinnah Women University | Rawalpindi, PK** **Volunteer Experience | 11/2021 - 11/2024**

1. Orchestrated major events like the Entrepreneurship Fair and supported Youth Entrepreneurs Elections.
2. Drafted the University's Annual Report and managed official correspondence proficiently.
3. Handled diverse administrative duties including document filing, communication management, and meeting support.
4. Played a pivotal role in vetting Memorandums of Understanding (MOUs) and Letters of Intent (LOIs), organizing signing ceremonies, and maintaining stakeholder communication.

5. Demonstrated versatility by assisting in various activities such as event organization, record-keeping, and network strengthening.

## **Skills**

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Communication Skills, Organizational Skills, Administrative Experience, Microsoft Powerpoint, Microsoft Excel

## **Education**

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**Fatima Jinnah Women University | Rawalpindi, PK**  
**English | 08/2021**

**Army Public School and College | Rawalpindi, PK**  
**Pre Engineering | 03/2017**

**Army Public School and College | Rawalpindi, PK**  
**Science | 05/2015**