

CONTACT

Phone
0343 3543631

Email
aleezagondal55@gmail.com

Address
House No. 1693, Street 12, Gali 26, I-10/2, Islamabad

CORE COMPETENCIES

- SAP ERP -Data & Inventory Modules
- Financial Statement Analysis
- Accounts & Vendor Reconciliation
- Purchase Order & Invoice Processing
- Advanced MS Excel (Formulas, Pivot Tables)
- Power BI Dashboards & Reporting
- Data Integrity & Quality Assurance
- Cross-Functional Coordination

TOOLS

- Microsoft Excel
- Power BI
- SAP ERP
- Microsoft Visio
- Canva
- Google Sheets

LANGUAGES

- English -Fluent
- Urdu -Native

STRENGTHS

- Meticulous & detail-driven
- Quick to master new systems
- Composed under deadline pressure
- Articulate, professional communicator

ALEEZA SARFRAZ

SAP DATA & ACCOUNTS OPERATIONS SPECIALIST

PROFESSIONAL PROFILE

A meticulous Business Administration graduate with demonstrated comm& of SAP ERP data operations, inventory induction, & accounts coordination. Recognised for precision, dependability, & a disciplined, methodical approach to reconciling records, processing transactions, & producing clean, decision-ready reporting for senior management. Equally adept at liaising across accounts & warehouse functions to keep financial & inventory data consistent, compliant, & audit-ready -a proven, detail-obsessed operator poised to add immediate value to any finance or operations team.

PROFESSIONAL EXPERIENCE

Item Induction Officer May 2025 – Present
Kataria Associates Pvt. Ltd.

- Oversee the end-to-end induction of new products into the inventory system, ensuring every entry satisfies rigorous accuracy & compliance st&ards prior to release.
- Enter, verify, & reconcile records within the SAP ERP system, processing purchase orders, invoices, & inventory transactions with precision across multiple SAP modules.
- Maintain & validate customer & vendor information within the SAP database, upholding dependable accounts records & seamless vendor reconciliation.
- Compile daily, weekly, & monthly SAP reports for management review, converting raw data into clear, actionable insight for decision-making.
- Investigate & resolve discrepancies in system entries, safeguarding data integrity across inventory & accounts records.
- Liaise closely with the accounts & warehouse departments to validate data & align stock records with financial documentation.
- Uphold meticulously organised digital documentation in strict accordance with company policy & internal compliance st&ards.
- Enhanced day-to-day data processing efficiency by applying SAP tools & functions more strategically across the team's workflow.

Data Entry Intern Jan 2025 – Mar 2025
Cosmic 365 AI -Remote

- Entered & maintained substantial volumes of data with exceptional accuracy, verifying integrity & rectifying discrepancies across records.
- Organised, updated, & analysed datasets using MS Excel & Google Sheets to support day-to-day operational decision-making.
- Collaborated with cross-functional team members on administrative tasks & process improvements, strengthening overall data management workflows.

EDUCATION

Bachelor of Business Administration -Major in IT
International Islamic University | 2021 – 2025 | CGPA 3.15 / 4.00

Intermediate
IILM College | 2018 – 2020

Matriculation
IIU School | 2014 – 2016

ACADEMIC & CSR PROJECTS

- Final Year Project: an in-depth research study on Safe City Islamabad, examining surveillance infrastructure & public-safety data systems.
- CSR Initiative: organised & delivered a stationery donation drive for children at a local shelter home.
- Conducted a rigorous analysis of financial statements as part of coursework in accounting & finance.
- Authored a research paper examining the Software Development Lifecycle at Synergy-IT.

