

HAMNA BASHIR

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PROFESSIONAL SUMMARY

Business graduate with hands-on experience in SAP S/4HANA, project coordination, and cross-functional collaboration. Skilled in supporting business operations, managing project activities and trackers, and coordinating stakeholders across professional and volunteer environments using tools such as Microsoft Excel, Visio, and Monday.com. Demonstrated leadership through international project work, community initiatives, and business competitions. Seeking opportunities in Project Coordination, PMO Support, Business Operations, or Management Trainee roles.

CORE SKILLS

SAP S/4HANA (SD/MM) | Project Coordination | PMO Support | Stakeholder Management | Requirement Gathering | Process Documentation | Data & Master Data Management | Kanban Methodology | Risk & Issue Tracking | Microsoft Excel, Visio, Word, PowerPoint | Google Workspace | Monday.com | Canva

WORK EXPERIENCE

SAP SD/MM Associate Consultant | Integrations Xperts | Nov 2025 – May 2026

- Worked daily in SAP S/4HANA Public Cloud, supporting business processes and master data management activities.
- Created and maintained Business Partners, Customer Master, Material Master, Credit Master, and Customer Hierarchies to support operational and sales requirements.
- Executed SAP SD transactions including Sales Inquiries, Quotations, Sales Contracts, and Sales Orders, developing a strong understanding of the Order-to-Cash (OTC) process.
- Participated in client meetings, supported requirement-gathering activities, and prepared Minutes of Meeting (MOMs) to drive project communication and follow-up actions.
- Developed organizational structure diagrams and process documentation using Microsoft Visio to support SAP configuration requirements.
- Collaborated with senior consultants on SAP SD business processes, organizational structures, and basic configuration concepts.

Project Management Associate | Excelerate | Jan 2025

- Led a multicultural team (Pakistan, Egypt, Africa, United States) as elected Project Manager to plan and coordinate a hackathon project.
- Directed task assignments, timelines, and deliverables across the project lifecycle using Monday.com and Kanban methodology.
- Contributed to project planning activities including budgeting, marketing strategy, stakeholder engagement, and event execution.
- Presented project outcomes and recommendations to program mentors and evaluators at program conclusion.
- Achieved 92 out of 100 in overall 360-degree evaluation score, including a 96 out of 100 peer evaluation score.

Project and Operations Coordinator | AW Associates | Jul 2024 – Oct 2024

- Coordinated day-to-day project activities, task schedules, deadlines, and follow-ups with management and team members.
- Maintained project trackers, operational records, meeting minutes, and weekly progress reports using Microsoft Excel and Word.
- Managed client and vendor communication, proposal preparation, and documentation, following up on pending action items.
- Identified workflow delays and project risks, recommending process improvements to streamline routine operations.
- Prepared agendas and action lists for weekly meetings and tracked completion of assigned tasks.

EDUCATION

BBA (Hons), Supply Chain Management | 2021 – 2025

National University of Modern Languages (NUML), Islamabad

Higher Secondary School Certificate (HSSC) | 2020

Federal Board of Intermediate & Secondary Education (FBISE)

Secondary School Certificate (SSC) | 2018

Board of Intermediate & Secondary Education, Bahawalpur (BISE BWP)

SELECTED PROJECTS

GEN Z Recyclers | Sustainable Brick Manufacturing Concept | 3rd Place, University Business Idea Competition

- Developed a sustainable business concept converting waste materials into construction bricks with improved structural strength and practical applications.
- Conducted independent market research with local construction contractors and waste collectors to assess material costs, feasibility, and demand.
- Refined existing industry concepts by identifying limitations related to brick strength and construction usability.
- Presented the business proposal to a panel of industry professionals, securing 3rd place among 12 competing teams.

Pakistan Flood Relief Initiative | Volunteer Team Lead | High Achievers Award, NUML 2022

- Volunteered in a flood relief initiative launched in response to nationwide floods in Pakistan.
- Mobilized donations through personal networks, community outreach, social media, and fundraising, collecting clothing, food supplies, and hygiene products.
- Led a team of female volunteers based on demonstrated contribution and engagement.
- Received the High Achievers Award from NUML for contribution to flood relief activities.

LEADERSHIP & COMMUNITY ENGAGEMENT

Senior Associate | CSR Society | 2022 – 2024

- Supervised and coordinated a team of 3 junior members in planning and executing society activities.
- Organized seminars, donation drives, awareness campaigns, and outreach activities.

Women's Social & Economic Empowerment Webinar

- Coordinated scheduling, promotion, attendance management, and event execution.
- Collaborated with SIMORGH Women's Resource & Publication Centre.

CERTIFICATIONS

- Google Project Management – Coursera
- Google Data Analytics – Coursera
- Google AI Essentials – Coursera
- Google Digital Marketing & E-commerce
- SAP: Discovering the Basics of SAP S/4HANA Portfolio and Project Management

LANGUAGES

English (Professional Proficiency) | Urdu (Native) | Chinese (Elementary)