

AIMAN ZAHoor

Finance Professional | aimanzahoor2000@gmail.com | +92-333-9414979

PROFESSIONAL SUMMARY

Results-driven finance professional with hands-on experience in accounting operations, financial reporting, and budget management within a leading educational institution. Holds a BBA (Hons) in Finance and is currently completing an MS in Finance at Air University. Skilled in vendor payment processing, bank reconciliation, fee management, and Monthly Management Report preparation. Proficient in Oracle, QuickBooks, and Power BI, with a strong commitment to accuracy, compliance, and continuous improvement.

WORK EXPERIENCE

Accounts Assistant – Finance Department

Jul 2025 – Present

Air University | Islamabad, Pakistan

- Processed and verified vendor invoices, ensuring timely payments in accordance with university financial policies.
- Performed monthly bank reconciliations, identifying and resolving variances between bank statements and ledger records.
- Contributed to the preparation of Monthly Management Reports (MMR) by compiling and analysing financial data.
- Managed student fee records, fee vouchers, and collections; reconciled fee receipts with bank records and system entries.
- Monitored outstanding dues, prepared fee-related reports, and ensured accurate posting of fee transactions in the accounting system.
- Assisted in budget tracking and expenditure monitoring, ensuring adherence to internal controls and audit requirements.

Finance Intern

Sep 2024 – Jul 2025

Air University | Islamabad, Pakistan

- Supported day-to-day accounting operations, including invoice verification and vendor payment processing.
- Assisted with bank reconciliations by matching statements against ledger records and resolving discrepancies.
- Contributed financial data compilation for MMR preparation and supported budgetary analysis.

Administration Assistant

Sep 2023 – Jul 2024

Spark Pvt Limited | Islamabad, Pakistan

- Managed office schedules, coordinated meetings, and handled correspondence to ensure smooth daily operations.
- Maintained organised records and files; assisted with data entry and report preparation to support team productivity.

Finance Intern

Jul 2023 – Aug 2023

State Bank of Pakistan | Islamabad, Pakistan

- Conducted research on economic indicators and compiled analytical reports to support policy formulation.
- Collaborated with team members on data analysis projects, providing insights that informed decision-making processes.

- Gained hands-on exposure to the operational and administrative functions of Pakistan's central bank.

EDUCATION

Master of Science in Finance Air University, Islamabad GPA: 3.4 / 4.00	<i>Feb 2025 – Jun 2026</i>
Bachelor of Business Administration (Hons) – Finance Air University, Islamabad GPA: 3.28 / 4.00	<i>Sep 2020 – Jun 2024</i>
Higher Secondary School Certificate (Intermediate) – Mathematics Federal Board of Intermediate and Secondary Education, Islamabad	<i>Aug 2017 – Jun 2019</i>
Secondary School Certificate (Matriculation) Federal Board of Intermediate and Secondary Education, Islamabad	<i>Apr 2015 – Apr 2017</i>

MS THESIS

Interconnectedness and Spillover Effects Among Cryptocurrencies, Oil Prices and Stock Markets: Evidence from Less Oil-Dependent Economies
Air University, Islamabad (2025 – 2026)

Investigating the dynamic linkages and volatility spillover effects between cryptocurrency markets, global oil prices, and equity markets across less oil-dependent economies. The research applies advanced econometric methods to analyse cross-market interdependencies and assess the implications for portfolio diversification and financial risk management.

ACADEMIC PROJECT

Homemade Food Services for Office Workers
Air University, Islamabad

Developed a business plan to address the lack of healthy meal options for office workers in Islamabad and Rawalpindi. The proposed service model centred on fresh, organic, and locally sourced ingredients to improve employee health and well-being. The project involved market research, cost analysis, and operational planning.

TECHNICAL SKILLS

Oracle ERP	QuickBooks	MS Excel	Power BI
MS Word	MS PowerPoint	SPSS	Financial Reporting
Bank Reconciliation	Vendor Payments	Budget Monitoring	Data Analysis

LANGUAGES

English (Professional Proficiency) **Urdu** (Native) **Hindko** (Native)