Alina

[Alina.331161@2freemail.com](mailto:Alina.331161@2freemail.com)

CAREER OBJECTIVE

Seeking a challenging Finance or Accounting position in a dynamic work environment with a potential for fast- track advancement and growth opportunities, where the blend of my education, interpersonal, and team working skills can significantly contribute towards achieving the firm’s mission.



EXPERIENCE Finance Intern at PETRONAS, *Dubai, UAE*.

(*Jul – Nov 2016)*

Worked under the Finance & Accounts Team, provided assistance in the following areas:

* Updated and Posted Accounts Receivables and Accounts Payables into the SAP System
* Understanding the Letter of Credit Procedure. Application for LC Issuance in the system
* Prepared Instruction for Payments for invoices & claims
* Assisting in RC loan and interest payments to Bank
* Updated and completed Work Process Manuals for the entire company Trading/Operations/Finance Department
* Assisted in risk management matters such as uploading information into Interrisk System
* Updated Financial Control Framework for the company
* Tested certain procedures for Operations & Finance departments based on the FCF
* Assisted in updating Performance Board Paper for a quarter (Apr-Jun 2016)
* Updated Monthly Performance Reports on Microsoft PowerPoint
* Assisted in Updating G&A Budget for the next five years
* Recording and filing documents for auditing purposes
* Updating, Sorting and Editing huge amount of data using Microsoft Excel

Meetings with the Principal Trader enabled me to learn the process of trading of oil mainly:

* How the prices are negotiated

Overall the internship gave an understanding of professional work and application of theoretical knowledge in industry. The internship enhanced my abilities of time management, to work in dynamic environment and working with diverse people allowed building good understanding of a teamwork culture

An Active Member and Treasurer at Pakistan Student Society (HWU)*, Dubai, UAE.*

*(Sept 2012 - May 2016)*

I have managed challenging events effectively such as Fund Raising Campaigns, Ethnic Festivals and Presidential Elections. This experience gave me good leadership skills.

EDUCATION Bachelor of Arts in Accounting and Finance from Heriot Watt University Dubai Campus.

*(Sept 2012 – May 2016)*

Entitles Exemption from 7-8 ACCA Papers

*AstraZeneca, Shire and Hikma Pharmaceuticals*

Equity analysis report which included outlook for the global economy, sector outlook, strategy and forward planning, accounting methods and financial statement analysis.

*Disney Pixar Merger*

In depth analysis on the events that took place prior the transaction, as well as an analysis on the synergies arising upon the agreement.

Advanced Level (GCE)

*(Sept 2011 – Jun 2012)*

Accounting and Business Studies

Ordinary Level (IGCSE)

*(Sept 2010 – Jun 2011)*

Seven Subjects including (Mathematics, Accounting, Economics, ICT)

SKILLS AND **Leadership:** I have many a times led teams in courses for different projects. My experiences

ACIEVEMENTS have taught me team managerial skills and also my ability to handle teams with different

dynamic has increased. I was selected as a school “Prefect” and “Vice-Captain” in my high

school

**Software:** I am well versed in MS Office. I can use MS Excel to effectively manage data and

use formulas, graphs and charts to analyze. I can prepare effective slides using MS

PowerPoint and have the ability to grasp new software very quickly.

**Technical:** Accounting- Financial Accounting, Management Accounting, Cost Accounting and

Auditing and Assurance

Finance- Equity Analysis, Port Folio Management, Advanced Financial Modeling

and Data Analysis

**Projects:** I have done projects on:

* **Innovative Start-up Venture Competition**: One of the toppers among 10 teams at college. It involved creating and presenting a Business Plan of an innovative idea in the UAE market.
* **Winning team in Operations Management Coursework**: Evaluation of IKEA’s operational, resource, market, sustainability and other requirements with reference to the 'four perspectives on operations strategy'. Understanding the supply chain logistics and presenting a flow map of the shopping experience. Suggesting improvements for the process flow map based on analysis.
* **Black Scholes Model and Binomial Model**: Used these advanced pricing models for pricing the American and European call and put options.
* Analysis of various case studies on Auditing & Assurance services provided to clients.

**Communication:** I have excellent communication skills and good listening skills which

enable to analyze problems effectively. I can prepare effective and concise reports and I have

experience in presenting to diverse audiences.

**Languages:** English (fluent), and Urdu (native)

**Extracurricular**: A passionate player in Heriot Watt University Women Football Team. Our

Team was awarded for winning in the Inter-University Women Football

Competition in 2016.

INTERESTS Reading books on philosophy, building running stamina, gaming, and painting.

I am also passionate in learning programming languages. Currently learning Python

Programming from Codeacademy

*Other references will be provided upon request.*