## 

***URRICULUM***

***ITAE***

**ASMA**

[**ASMA.338741@2freemail.com**](mailto:ASMA.338741@2freemail.com)

**OBJECTIVE**

I wish I could join as a challenging position in renowned organization that has vision for growth and advancement. In the long term, my aim is to reach my full potential and further my growth with progressive organization that supports my ambition and provide me an opportunity to capitalize my skills and abilities for the growth of corporation’s goals.

**EDUCATION & QUALIFICATION**

**Masters of Business Administration (Finance)** 2011-2016

Khadim Ali Shah Bukhari Institute of Technology

**B.Com** 2004 – 2005

University Of Karachi 2nd division

**HSC (Higher School Certification)** 2002 – 2003

Karachi Board 2nd division

**SSC (Secondary School Certification)** 2000 – 2001

Karachi Board

**Work Experience**

**INTERN**:

* Six weeks Training and Familiarization at finance department in its various sections of Sui southern gas company.
* During internship at SSGC I perused to improve my skill and Obtained knowledge regarding finance department in cash and bank section which is part of Treasury function that is totally based on Oracle application system. In cash and bank section I worked and learn procedure of payments through cheque.
* I also worked and enhanced knowledge in Funds Section such as benevolent funds provident funds retirement benefit on oracle system through data entering and validation.
* A non-local order is a payment section which deals different types of payment such as employees’ salaries, payment to suppliers for purchasing materials. I worked on data entering and validation.
* I worked in fixed assets section of finance department and got knowledge of how company purchase fixed assets from suppliers through invitation of bit and all that data of purchasing tangible assets on oracle system

**SKILLS & OTHERS**

**Proficient in:**

* MS Office Package User i.e. PowerPoint, Excel & Word
* Operating Systems: XP/7/8

**Skills & Personal Attributes**

* Good communication and public relations skills.
* Result oriented person, with a ‘can-do’ attitude.
* Strong follow-up quality.
* Self-motivated and self-starter to suit fast paced environments.
* Ability to work under pressure.
* Strong Research skills, proactive, motivated and goal oriented.
* Team player with strong written, communication, organizational skills.

**LANGUAGE**

**Fluent in:**

English, Urdu, (Written - Spoken)

**REFERENCES**

*To be furnished upon request.*