

AIMAN SANA GUL

• Peshawar, Pakistan • +92-331-9050592 • Aimansana1213@gmail.com • <https://www.linkedin.com/in/aiman-sana1213>

WORK EXPERIENCE

SkyRay Ventures, Lahore, Pakistan December 2023 - February 2024

Internship Trainee

- Established and nurtured robust partnerships by fostering clear communication and understanding of supplier requirements, enhancing the overall procurement process.
- Proactively conducted market research, identified key industry players, and initiated contact to assess capabilities, expanding the pool of potential suppliers for diverse and competitive procurement options.
- Meticulously curated and maintained a comprehensive supplier database, encompassing essential information such as contact details, pricing structures, and performance metrics, facilitating informed decision-making and strategic planning.
- Successfully expanded the network of potential suppliers through strategic outreach efforts, ensuring a diversified and competitive selection to align with the organization's procurement objectives.

Bank Alfalah, Peshawar, Pakistan July 2022 - August 2022

Internship Trainee

- Consistently delivering exceptional customer service, resolving inquiries promptly, and fostering positive relationships to enhance overall customer satisfaction.
- Efficiently managing data entry, document handling, and scheduling to contribute to operational efficiency and maintain a well-organized work environment.
- Actively engaging with clients, addressing concerns, and proactively building relationships to enhance customer loyalty and satisfaction.
- Facilitating the smooth opening of new accounts by collaborating with clients, ensuring compliance, and meticulously managing documentation for a seamless onboarding process.

EDUCATION

University Of Peshawar, Peshawar, Pakistan
Bachelor of Business Administration – (2019-2023)

Forward Girls College, Peshawar, Pakistan
Pre-Medical- (2017-2019)

CERTIFICATIONS

Problem Solving with Excel
PwC

Data Visualization with Advanced Excel
PwC

Data-driven Decision Making
PwC

QuickBooks
Institute of Management Studies (UOP)

SKILLS & LANGUAGES

Skills: Budgeting and Forecasting, MS Excel, Account Reconciliation, Financial Software Proficiency, Research Proficiency, Analytical Thinking, Financial Analysis, Communication Skills, Data Management and Analysis

Languages: English (Conversational), Urdu (Fluent), Pashto (Native)