

# MIR SAAD UD DIN

## Finance Manager

### PERSONAL PROFILE

I am a results-driven Finance Manager with a proven track record of success and 4 years of extensive experience in the finance industry. Throughout my career, I have honed my skills in financial analysis, budgeting, and strategic planning across various companies, gaining valuable insights into different business models and industries.

### STRENGTH & CAPABILITIES

- Financial Analysis Expertise
- Budgeting and Forecasting Skills
- Strategic Planning
- Regulatory Compliance Knowledge
- Effective Communication
- Team Leadership and Collaboration

### PROFESSIONAL EXPERIENCE

**Service Advisor** **Jan 2020 to Dec 2020**

Al Haj Faw Motors Pvt Ltd, Peshawar

- Greet customers in a friendly and professional manner.
- Act as the initial point of contact for customers seeking car maintenance services.
- Provide clear explanations of recommended maintenance services, repairs, and suggested preventive measures.
- Communicate service recommendations, including cost estimates and timelines, in a transparent manner.
- Prepare accurate and detailed cost estimates for scheduled maintenance services and additional repairs if required.

**Finance Assistant** **Feb 2021 to Jan 2022**

Al Haj Hyundai Pvt Ltd, Peshawar

- Cashing Handling
- Bank Process
- Recording daily expense
- Issuance of Invoice
- Creating Vouchers

**Finance Manager** **Feb 2022 to Till Date**

Khyber Proton Motors, Peshawar

- Develop and implement financial plans and strategies aligned with the overall goals of the motors selling and maintenance business.
- Collaborate with senior management to establish financial objectives and key performance indicators.
- Prepare and manage the annual budget, incorporating sales projections, expenses, and profit targets.
- Oversee the financing department, ensuring efficient processing of customer loans and lease agreements.



### CONTACTS



+92 342 1372129



mirsaadfaw@gmail.com



Afghan Colony, Tube Well  
Chowk, Peshawar

### PROFESSIONAL SKILLS

- ✓ Analytical Thinking
- ✓ Attention to Detail
- ✓ Communication Skills
- ✓ Strategic Planning
- ✓ Decision-Making
- ✓ Leadership
- ✓ Time Management

**ACADEMIC QUALIFICATION**

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❖ Bachelor Degree in Arts	2020
❖ Diploma in Information Technology	2019
❖ F.A	2017
❖ Matric in Arts	2013

**TEACHING SKILLS**

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- A Good Communicator, Confident & Sharing Information with Students & Everyone in the Society.
- Strong Analytical & Problem Solving Skills
- Comfortable working Solo & in a Team Environment
- Hardworking & Creative Motivate the Student How to Deal with your problems
- Able to Work in a Group Discussion
- Highly Punctual & Can Work in Over Time

**COMPUTER SKILLS**

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- Windows (Operating System)
- Microsoft Office
- Introduction to Data Base
- MS Access

**HOBBIES & INTERESTS**

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- Reading
- Writing
- Playing Football
- Travelling
- Listening Music

**PERSONAL INFORMATION**

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• Full Name	:	Mir Saad Ud Din
• Father Name	:	Mushtari Khan
• Date of Birth	:	28 <sup>th</sup> March, 1996
• CNIC Number	:	15202-3139054-3
• Nationality	:	Pakistani
• Religion	:	Islam
• Marital Status	:	Married
• Phone Number	:	+92 342 1372129
• Email ID	:	mirsaadfaw@gmail.com
• Address	:	Afghan Colony, Tubewell Chowk, Peshawar, Pakistan

**LANGUAGES**

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- English
- Urdu
- Pashto
- Khowar