

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

- 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

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

HOBBIES & INTERESTS

- 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 th 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

- English
- Urdu
- Pashto
- Khowar