

SAAD NADEEM AWAN

House No 31/A Hussain Abad Colony near Shell Petrol Pump
Gulbahar, Peshawar.

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CAREER OBJECTIVE:

A position within one of the most dynamic, progressive & premier Financial Institution that would offer equal opportunities and challenging working environment while contributing my services for such a department that in return would ultimately help me in building my career and strengthening my experience.

QUALIFICATION:

2020 – 2024	<i>Bachelor of Business Administration</i> University of Peshawar
2019 – 2020	<i>FSC Pre Engineering</i> Peshawar Model Degree College
2017 – 2018	<i>Matriculation</i> Hudabia Model School

EXTRA QUALIFICATION:

2023 – 2024	<i>Diploma in Information Technology</i> Capital Degree College Peshawar
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INTERNSHIP:

- **2 Month**
Internship as Finance interne in Dulce Food Industry Private Ltd.

EXPERIENCE:

- **KP Business Expo**
2022 – 2023
Served as Lead Organizer, effectively managing teams, leading marketing and advertising campaigns, and overseeing overall management.
- **QUICK BOOK**
6-month experience of understanding and working on quick book Software from the Institute of Management Studies.

CURRENTLY WORKING EXPERIENCE:

- **Dulce Food Industry PVT LTD:**
Working as a Finance Officer in Dulce Food Industry. My duties included handling and posting entries in the vouching system, reconciling ledgers for both customers and vendors, and conducting daily closing reconciliations to ensure accuracy. I kept detailed financial records to help with reporting and making important decisions.

KEY SKILLS:

- Leadership
- Management skills
- Team Engagement skill
- Marketing skills
- Expertise in MS Office
- Better Communication Skills
- Analytical Skills
- Quick Book
- Multitasking
- Financial Modeling's

PERSONAL INTEREST:

- Attending networking events
- Participating in industry conferences
- Staying up-to-date with marketing and business trends
- Reading business and marketing books
- Volunteering for marketing-related events and community service

LANGUAGE:

- English
- Urdu
- Pashto
- Hindko
- Punjabi