

# SAWAIRA SULTAN

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## ABOUT ME

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To see the right opportunity for a lifelong career in an organization to become a part of a dynamic group; where I could further explore the skills and capabilities which I gain the whole environment and equally vast opportunities of career, and to serve in a challenging work career development based upon achievements and result.

## WORK EXPERIENCE

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01/11/2023 - CURRENT Peshawar, Pakistan, Pakistan

### FINANCE EXECUTIVE AH GROUP OF COMPANIES

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- Perform Administrative Procurement activities in a timely and efficient manner to support staff in the acquisition of goods and services for efficient field operation.
- Updating recoveries in relevant Projects against concerned customer.
- Review record the purchasing request ensuring all the supporting documents is received and funding is available to enable the procurement of goods and services.
- Update manage and maintain relevant data base and record
- Updating of daily Cash balances report.
- Updating of Sales on Leader Board against relevant sales agent.
- Doing Calculation of monthly returns.
- Record entries in Software (Siddat Hyder)
- Any other task assigned by seniors.

07/02/2022 - 31/10/2023 Peshawar, Pakistan, Pakistan

### TRANSFER EXECUTIVE NOVA CITY PESHAWAR

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- Entering customer and account data from source documents within time limits.
- Respond to the clients need in an appropriate time.
- Implementation of Operational strategies.
- Update Information in existing database.
- Provide information to the Clients.
- Transfer and Merged different files and upload on the ERP.

15/04/2020 - 30/05/2021 Peshawar, Pakistan, Pakistan

### SALES CONSULTANT JUBLIEE FAMILY TAKAFUL

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- Responsibility to develop and maintain good relationship with clients.
- Reach out the potential clients and give proper information to them related to our product.
- Creating excellent sales pitch and meeting with new clients.

- Identify an opportunity to pair compatible product and services to generate further sales.
- Process sale transaction accurately and efficiently.

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01/04/2020 - 30/04/2021 Peshawar, Pakistan, Pakistan

**ASSISTANT MANAGER (WORK FROM HOME) NAYAB'S ROUGE**

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- Handling 5 different accounts on Daraz.
- Upload new products on daily basis, ability to perform a variety of routine task.
- Create different files of daily basis task, maintain good relation with clients. Handling all type of customer concerns.
- Manage stock inventory tracking stock moment and ensuring that inventory systems are accurate and up-to-date. Improving on inventory management and procedure.

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01/06/2021 - 31/08/2021 Peshawar, Pakistan, Pakistan

**INTERNSHIP PESHAWAR ELECTRIC SUPPLY COMPANY**

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- Work as an intern in Finance Directorate of PESCO, learn a lot of things practically which is related to my field. I have an opportunity to enhance my skills, obtain the perspective of a work environment and benefit from a supervisor experience.

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01/06/2019 - 31/08/2019 Peshawar, Pakistan, Pakistan

**INTERNSHIP BRAIN'S INSTITUTE PESHAWAR**

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- Work as an intern to in Information office, learn a lot of things practically. Responsibility to maintain student admission data in excel file, Facilitate applicants regarding admission requirements and eligibility criteria. Processing student's registration and payments.

**EDUCATION AND TRAINING**

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05/09/2018 - 05/12/2022 Peshawar, Pakistan, Pakistan

**BS ACCOUNTING & FINANCE Brain's Institute Peshawar**

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01/08/2015 - 30/04/2018 Peshawar, Pakistan, Pakistan

**FSC (PRE-ENGINEERING) Government Girls Bacha Khan Degree Collage**

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01/03/2013 - 30/03/2015 Peshawar, Pakistan, Pakistan

**MATRICULATION Govt Girls Centennial Model High School Peshawar**

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**LANGUAGE**

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English, Urdu, Pushto

**TECHNICAL & SOFT SKILLS**

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| <ul style="list-style-type: none"> <li>• Microsoft Word, Excel, Power point</li> <li>• Sidat Hyder</li> <li>• Google Sheet/Data Entry</li> <li>• Financial Accounting</li> <li>• Cash flow Management</li> <li>• Account Management</li> <li>• Account Payable/Receivable</li> </ul> | <ul style="list-style-type: none"> <li>Time Management</li> <li>Communication</li> <li>Problem Solving</li> <li>Motivated</li> <li>Flexibility</li> <li>Adaptability</li> <li>Interpersonal</li> </ul> |
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