



Sana Batool

Business student

Detail-oriented BBA graduate with a strong foundation in finance, administration, and team coordination. Proficient in financial analysis, portfolio management, and MS Office tools. Demonstrated ability to multitask, adapt quickly, and contribute effectively in both independent and collaborative roles.

✉ sanabatool1025@gmail.com

☎ +923220268276

📍 Attock, Pakistan

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Namal University Mianwali

11/2021 - Present

Courses

- Financial statement analysis
- Corporate Finance
- Islamic Banking & Finance
- Organizational Behavior
- Investment and Portfolio Management
- Financial Institutional Markets
- Human Resource Management
- Supply Chain Management

WORK EXPERIENCE

Work Study

Medical Office

11/2024 - Present

Achievements/Tasks

- As a Medical Assistant, I gained hands-on experience in patient care and administrative tasks. I effectively engaged with patients and provided essential information, which enhanced my skills in handling emergency situations. This role also helped me balance my work with my studies, improved my time management and multitasking abilities.

Decore Head

Society Voice of Namal

02/2024 - Present

Achievements/Tasks

- Served as Decor Head for Voice of Namal, leading a team in decorating events, coordinating inventory management, and fostering teamwork.

Internship

NBP

08/2023 - 09/2023

Achievements/Tasks

- During my internship at NBP, I gained hands-on experience in several key banking operations. I successfully learned and executed the process of opening new accounts, interact with clients, and accurately handle data entry, enhancing my multitasking and customer service skills.

SKILLS

Ms Office

Canva

Team Work

Financial Modeling

Financial Statemen Analysis

Excel Financial Dashboard

PERSONAL PROJECTS

Impact of financial literacy on farmers earnings and development of shariah compliant product (11/2024 - Present)

- FYP Research paper

Investment Portfolio Management (10/2024 - 01/2025)

- course project

Roti,Kpra,Makaan (12/2023 - 01/2024)

- field survey

Finacial Statement Analysis (11/2022 - 01/2023)

- course project

CERTIFICATES

12th Applied Business Research Conference (2025)

International Flnance Management (2024)

Power BI (2024)

LANGUAGES

URDU

Full Professional Proficiency

ENGLISH

Professional Working Proficiency

PUNJABI

Native or Bilingual Proficiency

INTERESTS

Reading

Cooking

Crafting

Event Decoration