



Sana Malik

Business Graduate

A highly motivated finance graduate with expertise in financial statement analysis, financial modelling and financial dashboards. Experienced in using SAP, Oracle, and QuickBooks for financial management. A proven leader, having successfully organized inter-university business competitions and managed finances for university societies. Passionate about data-driven decision-making and committed to high ethical standards.

✉ sanamalik31716@gmail.com

☎ 03267278328

📍 Khanqah Sirajia, Mianwali, Pakistan

WORK EXPERIENCE

1. President Namal Idea Club

09/2024 - 06/2025

Namal University Mianwali,
Pakistan

Led multiple large-scale competitions including:

- Inter-University Business Competition
- Girl Boss of the Year
- Singing Competitions & More

2. Payroll Intern Sadaqat Textile Mills

08/2023 - 06/2023

Faisalabad, Pakistan

Tasks

- Used **SAP and Oracle** for HR and financial operations.
- Managed **employee attendance, payroll, and disciplinary actions**.
- Processed applications, leave requests, and resignations.

3. Finance Executive Namal Idea Club

09/2022 - 06/2023

Namal University Mianwali,
Pakistan

Executed two events by:

- Managing financial plan and budgeting for club events.
- Ensuring accurate record-keeping and expense tracking.

EDUCATION

• Bachelor of Business Administration (Finance Specialization)

Namal University Mianwali, Pakistan

2021 - 2025

3.29 CGPA

Courses

- Investment and Portfolio Management
- Financial Statements Analysis
- Credit Management
- Islamic Finance and Banking

• FSc Pre Medical Superior College, Piplan

2019 - 2021

Grades 90%

Courses

- Biology

SKILLS

Financial Statement Analysis

Financial Excel Dashboards

QuickBooks

Financial Modeling

Team Coordination

PERSONAL PROJECTS

Halal Wealth Wisdom (FYP)

- Develop a centralized platform for Islamic banking and knowledge. Outsource web development; my team and I gathered and uploaded content.

Financial Statement Analysis Dashboards

- Course Project

Field Research on Roti, Kapra and Makan

- Course Project

Financial Model for Field to Goat Farming Business

- Course Project

CERTIFICATIONS & ACHIEVEMENTS

Certificate of Participation in the 10th ICIBM (2025)

Case Study Topic: From Tech Giants to Fashion Leader: Arif Iqbal's Entrepreneurial Leap with Laam

Certificate of Participation in the 10th ICIBM (2025)

Research Topic: Shariah-Compliant Central Bank Digital Currencies (CBDCs) and the SDGs: A Path to Ethical and Sustainable Finance

Mastery in QuickBooks – Certified (2024)

CFA Society Pakistan – Ethical Challenges (2023)

Agribusiness Forum – Namal University (2023)

Asian Parliament Debate Competition (2023)

LANGUAGES

Urdu

Full Professional Proficiency

Saraiki

Full Professional Proficiency

English

Professional Working Proficiency

Punjabi

Professional Working Proficiency

INTERESTS

Gardening

Debating

Traveling

Decorating