



Sadaf Amin

Business Graduate

Innovative Financial Analyst with proven ability to identify cost savings and optimize efficiency. Proficient in Data Analysis, Financial Modeling, and Project Management with a demonstrated ability to drive strategic financial decisions.

✉ sadafamin2416@gmail.com

☎ +923470906899

📍 Swabi, Pakistan

🌐 [linkedin.com/in/SADAF-AMIN](https://www.linkedin.com/in/SADAF-AMIN)

EDUCATION

BBA (Finance)

Namal University Mianwali

09/2021 - 07/2025

Courses

- Investment and Portfolio Management
- Corporate Finance
- Islamic Banking and Finance
- Financial Modeling Analysis
- Financial Institutions and Markets
- Financial Statement Analysis
- Financial Accounting

INTERMEDIATE

The Quaid e Azam Group of School & College Swabi

07/2020 - 09/2021

942/1100

Group

- Pre Engineering

MATRIC

The Lighthouse School System Kalukhan

07/2018 - 06/2019

954/1100

Group

- Science

PROFESSTIONAL EXPERIENCE

HR Internee

Cakes and Bakes , Lahore

08/2023 - 09/2023

Westwood Colony Lahore

Achievements/Tasks

- Streamlined recruitment by assisting with candidate screening and interview coordination.
- Ensured data integrity by managing confidential personnel files, updating the HRIS (Time Trax), and conducting background checks using Tasdeeq App.
- Supported new hire onboarding and addressed employee queries, contributing to a positive and efficient HR operation.

Research Assistant

Namal University, Mianwali

09/2024 - Present

FYP PROJECT

Achievements/Tasks

- Conducting research on fraudulent activities and its impact on shareholder's value.
- Studying the impact of fraudulent activities on shareholder value, comparing KMI vs. non-KMI firms and financial vs. non-financial institutions.

TOOLS & SKILLS

Microsoft Office

Quick book

Power BI

Neural Tools

Dashboard Development

Investment Analysis & Portfolio Management

PROJECTS

Real-Time Investment Portfolio Management System (EXCEL) (03/2025 - 06/2025)

- I created an interactive Excel dashboard with a robust investment backend for real-time tracking of market trends, portfolio performance, and asset allocation, enabling smarter, data-driven investment decisions.

Data-Driven Sales Performance Dashboard with Predictive Insights (PoweBI) (12/2024 - 02/2025)

- Created an interactive Power BI dashboard for sales tracking, revenue forecasting, and KPI analysis, uncovering insights into sales trends and customer segmentation for better decision-making.

Financial Statement Analysis & Performance Monitoring Dashboard (EXCEL) (09/2024 - 12/2024)

- Created an Excel financial dashboard for analyzing balance sheets, income statements, and cash flows, including liquidity, profitability, and trend analysis.

CERTIFICATES

Power BI (07/2024 - 09/2024)

Namal University Mianwali

Introduction to DAX (12/2024 - 01/2025)

DATA CAMP

Islamic Finance (04/2024 - 06/2024)

ALISON

SAP (Business One) (03/2025 - Present)

NNC Lahore

LANGUAGES

Pashto (Native)

Native or Bilingual Proficiency

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Arabic

Elementary Proficiency

INTERESTS

Financial Modelling

Financial Markets & Investments

Islamic Banking & Finance

Research

Cooking