

## Saman Sarfaraz Sheikh

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### Education

#### IoBM, KARACHI

BBA, Banking and Finance, CGPA: 3.53

Partially funded Scholar - IoBM

Dec 2021

#### AGA KHAN HIGHER SECONDARY SCHOOL

HSSC, Commerce, 74%

May 2017

### Experience

#### PAKISTAN INTERNATIONAL CONTAINER TERMINAL LTD

Karachi, Pakistan

##### Management Trainee Officer

Mar. 2022 – Present

- Managed systematic recording of receipts, while ensuring proper tax deduction with the aim of making the data sustainable in terms of easiness to use.
- Periodically, parking entries related to accrual and prepayments. Assisted in monthly clearing. Reconciled inventory on a weekly basis. Administered prepayment schedule and engineering KPI of the company to improve management as well as expose mistakes at its earliest.
- Formulated official letters and headed the conversation between the company and banks including HBL, SCB, JSBL, Samba Bank.
- Participated in the annual budget planning which helped in efficient management of money of the organization. Worked on SAP Software, Commercial and Customer Billing Software.

#### NOON ACADEMY

Karachi, Pakistan

##### Student Mentor

Oct. 2021 – Dec. 2021

- Persuaded around 100 lead students into sales with the aim of making sustainable profitability for the company.
- Monitored their performance and further coordinated with their families which resulted in their exceptional results in Cambridge exams.

#### CLINICFONE

Karachi, Pakistan

##### Virtual Clinic Receptionist

June. 2020 – July. 2021

- Executed a project on covid-19 with Canadian government by side. It resulted in testing 70% of symptomatic/asymptomatic people in that area, which further led to control the spread of disease.
- Started giving out vaccinations to elderly and then young people by April 2021 and was able to enhance periodic basis managerial activities to ensure best customer service on phone and on site through effective communication.

### Other Experience & Internship Snapshot

Position	Company	Duration
Student Intern	Rockbridge International Inc.	July. '21 – Aug. '21
Digital Banking Intern	United Bank Limited	Mar '21 – Apr '21
Finance Intern	The Aga Khan University Hospital	July. '18 – Aug '18
Young Member	United Nation Association of Pakistan	Nov '19 – Oct '20
Finance Member	The Aga Khan Education Board	July '22 – Present
Young Leader	Pakistan Girls Guide Association	April '07 – Present
Host Teacher	Religious Education Centre	Aug '17 – Present

### Research Projects, Courses & Credentials

- Research Projects on companies including Fauji Cement, Continental Biscuits Ltd., Trax Logistics, Pakistan State Oil, and Hershey.
- Edx: Happier Employees and Return on Investments | Moz: Basic SEO Training.
- High Achiever Award in AKUEB Matriculation Examinations and rated as a top student across general group.

### Skills & Interests

**Skills:** SAP, Microsoft Excel, Emotional Intelligence, Leadership and Communication skill.

**Interests:** Art and Craft, Reading Newspapers, Social Service, Music.