**Saba Shoukat**

Picture

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**Address**: Islamabad, Pakistan

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**Profile Summary**

Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations. Seek full time position that offer professional challenges to utilizing interpersonal skills

**Core Competences**

* Self-motivation
* Critical thinking
* Dependability
* Decision-making
* Risk assessment
* Conflict resolution
* Planning & Organizing
* Coordinating
* Emotional Intelligence
* Conflict management
* Risk management
* Analytical mindset
* Open-mindedness
* Experimentation
* Active listening

**Software Expertise:**

SAP Hana I SAP B1

Microsoft Excel

Microsoft Power Point

Dynamic 365

CRM

**Career Snapshot**

Position Organization Tenure

* **Purchase ledger officer Medina Dairy UK Ltd. June** 2017 – Present

**Strength &Achievements**

* Maintain and posting invoices weekly around 1500 invoices
* Bank Reconciliation, ledger balancing, producing and maintain financial records
* Improved financial position by analyzing results and variances, identifying and highlighting key trends & recommending actions.
* Query resolution with supplier and customer and problem solving in case if any delivery issue, price issue, quantities issues.
* Prioritizing tasks and effective allocation of work. Excellent time management skills.
* Promoted to Purchase Ledger officer during the first 3 months of my appointment due to exceptional performance.

**Employment Profile**

**Medina Dairy UK Ltd. ACCOUNTS PAYABLE (FINANCE DEPARTMENT)**

**Key Contributions & Achievements: June** 2017 –  **present**

Largest UK National Consortium with 6 branches throughout UK & Operated in Pakistan:

* Process outgoing payments in compliance with financial policies and procedures
* Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
* Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
* Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Generate reports detailing accounts payables status
* Understand expense accounts and cost centers

**Achievements**:

* Successful process invoices on Sap around 1500 weekly basis
* Presenting financial and non-financial data including potential risks to the higher management.
* Responsible for handling & managing all types of supplier contracts, prices, payment terms & long-term relationships.
* Conducting productivity & profitability analysis of food & non-food products along with remedies.
* Responsible for all product quantities, pricing, quality, branding delivered to customers
* Ensured proper coordination with supplier and get them updated weekly and pay them.

**Academics & Credentials**

**Formal Education**

* Bachelor of Business Administration –**NUML, Islamabad** 2017

**Training & Workshops Attended**

* MS excel

**References**

* Farzana
* Shahid Qayyum