

Muhammad Aazim Khan

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EDUCATION

Bahria University

Karachi, Sindh

BBA-Finance

Graduation Date: Jul 2023

WORK EXPERIENCE

Santex Products (Pvt Ltd)

Karachi, Sindh

Finance Intern

Apr 2023 - Jun 2023

- Tagged and organized all fixed assets for the company, resulting in improved fixed asset management and accuracy for financial reporting.
- Conducted an inventory audit, identifying discrepancies and implementing corrective actions that resulted in a 20% reduction in stockouts.
- Led ledger reconciliation efforts, ensuring accurate financial records and improving overall financial analysis for decision-making purposes.

ZUE SMC (Pvt Ltd)

Karachi, Sindh

Finance Intern

Aug 2022 - Oct 2022

- Managed daily petty cash operations, ensuring accurate records and reconciling discrepancies.
- Maintained and updated employee EOBI records for a team of 50+ employees, reducing processing time by 50% and improving data accuracy.
- Implemented an inventory management system to track stock levels and reconcile discrepancies, resulting in a 20% reduction in inventory holding costs.

Central Depository Company - CDC House

Karachi, Sindh

Officer Trustee and Custodian

Oct 2023 - Present

- Facilitate seamless transfers of funds between banks for mutual funds, ensuring swift and accurate processing to meet financial objectives.
- Executed weekly tax submissions to FBR and SRB, maintaining meticulous compliance with regulatory standards and demonstrating a keen eye for detail in financial reporting.
- Spearheaded monthly bank reconciliation processes, meticulously aligning financial records with banking statements to guarantee accuracy and integrity in financial data.
- Cultivate and maintain strong relationships with asset management companies and banking partners, fostering collaboration and effective communication channels to enhance operational efficiency and achieve mutual goals.

PROJECT

Engro Polymer

Karachi, Sindh

Valuation

Oct 2022 - Dec 2022

- Applied DCF and CCA methods for comprehensive valuation, honed capital structure analysis, dividend policy assessment, and governance skills.

Toyota Indus Motor

Karachi, Sindh

Financial Analysis

Apr 2022 - May 2022

- Performed thorough financial analysis, becoming skilled in interpretation and strategic insight formulation

SKILLS

Skills: Microsoft Office, Financial Analysis, Data Interpretation, Valuation Techniques, Risk Management, ERP Systems