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42101-8175511-6

## AISHA KHAN

**PROFILE** Collaborative, strategic and solutions-oriented, manage accounts and financial problems. Efficient in providing and estimation of financial and budget oriented tasks.

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**EXPERIENCE** **SENIOR FINANCE ANALYST**

**TECHVERTIX LTD**

01-12-2021 to present

- Reviewing and analyzing financial statements and reports.
- Tracking KPIs and preparing financial reports.
- Assisting with budgeting and monthly close processes.
- Understanding key business drivers.
- Assisting project teams with financial guidance.
- Developing financial projections and building financial models.
- Performing research and analysis as required.
- Ensuring compliance with financial guidelines, company policies, and relevant legal regulations.

**VISITING FACULTY AT PAFKIET**

**02-02-2022- TO PRESENT**

- Teaching Accounting and Finance to BBA Students

**SENIOR FINANCE ANALYST**

**NEXUS CORPRATION**

02-09-2021 to 29-12-2021

- Reviewing and analyzing financial statements and reports.
- Tracking KPIs and preparing financial reports.

- Assisting with budgeting and monthly close processes.
- Understanding key business drivers.
- Assisting project teams with financial guidance.
- Developing financial projections and building financial models.
- Performing research and analysis as required.
- Ensuring compliance with financial guidelines, company policies, and relevant legal regulations.

## **FINANCE ANALYST**

SASSOL PVT LTD

01-09-2020 to 30-08-2021

- Analyzing current and past financial data and performance
- Preparing reports and projections based on this analysis
- Evaluating current capital expenditures and depreciation
- Exploring investment opportunities
- Establishing and evaluating profit plans
- Identifying trends in financial performance and providing recommendations for improvement
- Coordinating with other members of the finance team to review financial information and forecasts
- Providing financial models and forecasting

## **CREDIT CONTROLLER**

AMERICAN EXPRESS GLOBAL

June 20-06-2018 to 15-08-2020

Recovery, preparation of budget sheets, reconciliation, dealing with customers, clearance of cheques were my responsibilities in AMEX.

### **Other Responsibilities**

- Evaluating new credit requests and conducting client credit checks.
- Managing and collecting debts from company debtors.
- Setting up the terms of credit for new clients.
- Negotiating payment plans.
- Managing the collection of all payments and debts.
- Responding to client inquiries.
- Processing invoices.

- Preparing statements and reports for the company accountant.
- Managing the sales ledger.
- Liaising with customers and the sales team.

## **SENIOR ACCOUNTANT**

### **OAKWOOD SCHOOL**

02-05-2014 to 24-09-2017

- Coordinating accounting functions and programs.
- Preparing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Preparing federal, state, local, and special tax returns.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.

## EDUCATION

### **2021 to present**

PhD (Finance) from MAJU

### **2017-2020**

MBA (Finance) from PAF-KIET

### **2017**

ICMA from ICMAP

### **2013-2015**

Bachelors of Commerce from University of Karachi

### **2010-2012**

Intermediate (Pre-engineering) from Sir Syed Govt College, Karachi

### **2010**

Matriculation (computer science) from Happy Palace Grammar School

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## SKILLS & INTERESTS

Microsoft word • Microsoft Excel, Microsoft Power point, SPSS, Stata, Power Suite Research • Reading • Environmental conservation • Art • Yoga • Travel. Fluent in English

## MARITAL STATUS

Single

## REFERENCE

DR. QAMAR ABBAS (Director MAJU) 0333-9286227

ZAKI HASSAN (Assistant Professor Ziauddin University) 0300-4127112

MUHAMMAD UMAIR (Program Manager PAFKIET) 0345-2249774