



# SABA SULTAN

## Computer Operator

### Objective

Seeking a challenging and growth oriented position in a leading organization providing good learning environment and opportunity to work as a team member.

### CONTACT



SHER SHAH ROAD GARDEN  
TOWN (Multan)



+92-312-1301750



sabasultan.0513@gmail

### PERSONAL

DOB : 05-12-2000  
CNIC : 36603-1048346-8  
Marital Status : Single

### LANGUAGES

Urdu

English

### HOBIES

- Internet Surfing
- Reading

### WORK EXPERIENCE



03/2022 – Present

#### Budget Assistant

Fatima Fertilizers Company Limited Multan

- Budget Monitoring
- Incorporate Additions & Budget Re appropriations
- Prepare Budget utilization summaries and Budget Reconciliations
- Collaborating & communicating with team to identify and address any issue or concerns



01/2019 - 12/2022

#### Teacher / Event Organizer

Zavia Public School ; Multan



### Key Skills

- Oracle ERP
- Microsoft office(Excel, Word, PPT)
- Hardworking & Optimistic
- Ability to work in multi-tasking mode



### Education

Degree	Obtained Marks	Passing Year	Institute
B. Com	1157/1500	2020	BZU (Multan)
Inter	886/1100	2018	BISE Multan
Matric	708/1100	2016	BISE Multan