

SALMA RASHEED  
FINANCE OFFICER

## OBJECTIVE

Dedicated and detail-oriented Finance Officer with 3 years of experience in financial management, analysis, and reporting. Proficient in forecasting, and financial modeling to drive organizational success.

## EXPERIENCE

FINANCE OFFICER

03-jun-2021

TOYOTA QUETTA MOTORS, AIR PORT ROAD QUETTA.

Manage the financial planning, and forecasting processes to ensure alignment with organizational goals.

Prepare monthly, quarterly, and annual financial reports, including income statements, balance sheets, and cash flow statements.

Analyze financial data and trends to provide insights and recommendations for improving financial performance.

Develop and maintain financial models to support decision-making and strategic planning initiatives.

Coordinate with internal departments to monitor and control costs, optimize resource allocation, and enhance profitability.

Conduct risk assessments and implement strategies to mitigate financial risks and maximize opportunities.

Ensure compliance with regulatory requirements and internal policies and procedures.

Collaborate with external auditors to facilitate the annual audit process and address audit findings.

Provide financial guidance and support to management and stakeholders to drive informed decision-making.

## SKILLS

- Financial Analysis
- Financial Reporting
- Financial Modeling
- Cash Flow Management
- Investment Analysis
- Cost Control
- Auditing
- Tax Planning
- Proficient in MS Excel, MS Word, MS PowerPoint, and financial software (e.g., SAP, Oracle)

## CONTACT

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QUETTA, PAKISTAN



## EDUCATION

 **SARDAR BAHADUR KHAN  
WOMENS UNIVERSITY,  
QUETTA**

MBA (FINANCE)

2019

 **UOB  
B.COM**

2016

