

**Saima Mushtaq, Miss.**

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**Education**

**Bachelors in Accounting and Finance (2011-2016)**

FAST NUCES University, Islamabad (2011-2016)

**Higher Secondary School Certificate (2009-2011)**

F.G FOR WOMEN F-7/2, Islamabad (2009-2011)

Intermediate in General group with courses Economics, Mathematics and Statistics.

**Secondary School Certificate (2007-2009)**

I.M.C.G F-10/2, Islamabad (2007-2009)

Done Matriculation in Sciences group with courses Biology, Physics, and Chemistry.

**Work Experience**

**Annexure-Details of Professional Experience**

*Customer Relationship Officer at JS BANK LTD*

**From 05 November 2018 – 23 September 2019**

**Annexure-Details of Professional Experience**

*Accountant at SALES & LETTINGS PVT LIMITED*

**6<sup>th</sup> NOVEMBER 2017 – 2<sup>nd</sup> NOVEMBER 2018**

**Key Tasks / Responsibilities**

- Reconcile delivery notes with invoices
- Make Remittances for Vendor
- Preparing Profit & Loss Statement
- Report writing
- Maintaining excel sheet

## **Annexure-Details of Professional Experience**

*INTERNSHIP at BRIDGE FACTOR PVT Limited.*

**April 2016 – September 2016**

### **Key Tasks / Responsibilities**

Experiences include work on the following project.

*Project: Nizam solar Energy 50 MW*

#### **Project Main Features:**

- Arrangement of debt finance of US\$ 170 M for a 50MW solar power projects.

#### **Main Responsibilities:**

- Research on Pakistan Energy Sector, particularly Solar PV Energy
- Established the potential for Solar Power Projects
- Assisted in the development of marketing documentation i.e.; teaser, Information Memorandum
- Assisted in the finalization of the term sheet

*Project: SME Bank*

#### **Project Main Features:**

- Privatization Commission of Pakistan the divestment of GoP's shares in the Bank. Services included transaction structuring, due diligence, valuation and bidding.

#### **Main Responsibilities:**

- Assisted in the preliminary development of the Financial Model
- Assisted in the development of privatization timeline in coordination with the Privatization Commission
- Assisted in the presentation of the Key Findings Report and the Transaction Structure Report.

*Project: UCH power private limited*

#### **Project Main Features:**

- Submission & follow up of tariff true-up petition.
- Review and Finalization of Revised Financial Model to be submitted to lenders after achievement of COD for 40 MW combined cycle power plant.

**Main responsibilities:**

- Assisted in the preliminary development of the Financial Model.

***Project: TASC Towers*****Project Main Features:**

- Acquisition of Tower Portfolio of Mobilink and Warid Telecom by TASC Towers.
- Acquisition structure, development of bankable financial models and marketing documents.
- Arrangement of debt amounting to \$ 500 million.

**Main responsibilities:**

- Assisted in the development of marketing document related to the arrangement of PKR 40 Billion Term Loan Facility.
- Assisted in the research work and crafting presentation of different companies which are:
  - Frontier assets management
  - KOURUS
  - Kathuria
- Assisted in the revamping of the Company Profile by improving the contents and aesthetics.
- The activity also included creating a database of clients along with the nature of services offered which was in-line with the profile.
- Building dashboard of NEPRA complete file to easily distinguish between solar, hydro and wind power projects developed in earlier years.

**Personal References**

IMTIAZ HUSSAIN BALOCH

DUPTY DIRECTOR (LICENSING) at NATIONAL ELECTRIC POWER REGULATORY  
AUTHORITY (NEPRA)

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