

# SHEHLA AKHTAR

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## OBJECTIVE

Seek a challenging and rewarding career in a reputed organization where I may be able to exercise my knowledge and skills to be a member of a professional team in order to give best of my abilities to the organization, I serve.

## SKILL PROFILE

Finance, Strategic Marketing, Management, Administration, Report writing & Business Strategy

## ACADEMIC QUALIFICATION

- |   |                                |
|---|--------------------------------|
| <b><u>Ph.D – Finance (Aug 2011– July 2019)</u></b>                      | <b>CGPA: 3.95/4</b>            |
| ➤ Management Sciences (Finance)   |                                |
| ➤ NUML, Islamabad, Pakistan   |                                |
| <b><u>MS – Finance (Aug 2006 – June 2009)</u></b>                       | <b>CGPA: 3.60/4</b>            |
| ➤ Mohammad Ali Jinnah University, Islamabad, Pakistan                   |                                |
| ➤ Major: Management & Finance   |                                |
| <b><u>MBA – Finance (Jan 2003 – Dec 2004)</u></b>                       | <b>CGPA: 3.79/4</b>            |
| ➤ Mohammad Ali Jinnah University, Islamabad, Pakistan                   |                                |
| ➤ Major: Management & Finance   |                                |
| ➤ Other Areas: Management, Business Strategy, Marketing, Administration |                                |
| <b><u>Bachelor of Commerce (Oct 2000 – Sep 2002)</u></b>                | <b>1<sup>st</sup> DIVISION</b> |
| ➤ Punjab University, Lahore, Pakistan                                   |                                |
| ➤ Major: Accounting, Business and Commerce                              |                                |

## EMPLOYMENT & EXPERIENCE HISTORY

### **National University of Modern Languages (NUML), Islamabad**

**Designation:** Assistant Professor (BPS-19)

**Work Areas:** Finance & Management

**Duration:** 25<sup>th</sup> June, 2005- Till Date

**Designation:** Lecturer (BPS-18)

**Work Areas:** Finance & Consultancy

**Duration:** 6<sup>th</sup> August, 2005- 24<sup>th</sup> June, 2015

**Responsibilities:**

- Lecturer delivery-**Finance courses (with use of advanced IT Techniques)**
- Conduct of **Practical Projects & Seminars** for relevant areas with guest speakers from corporate world & Practical fields
- Consultancy for students along with Course instructors
- Internships and MS/MBA Thesis supervisor
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**+ Wish Welfare Society (WWS), Islamabad**

**Designation:** Managing Director  
**Work Areas:** Leadership & Communication  
**Duration:** September, 2005- 2007  
**Responsibilities:** One of the Pioneers of WWS, a small virtual organization with 20-30 members, with a basic motive of serving children with life threatening diseases & organized successful events for needy children.

**+ FASTech International, Evacuee Trust, Islamabad**

**Designation:** Senior Finance Officer  
**Work Areas:** Finance & Consultancy services  
**Duration:** 4<sup>th</sup> July, 2005- 20<sup>th</sup> September, 2005  
**Responsibilities:**

- Issue and maintain the record for the Billing Advices/vouchers/payments
- Working on Business Strategy of FASTech for next 3 years/evaluation criteria
- Proposed a detailed Plan Layout & monthly targets for 3 years
- Financial Plans, Proposal for Web Portals
- Refer the Tenders suitable for issuing proposals

**+ Pakistan Telecom Mobiles Ltd. (UFONE), F-7/2, Jinnah Super, Islamabad**

**Work Area:** Distribution Network (Contractual job position)  
**Duration:** February 2005- May 2005  
**Responsibilities:**

- Management of the database for Franchises, dealers & POS
- Designing of a standard format for Franchise excel database
- Maintenance the record for security deposits- DD's sent by Franchises
- Preparation of Scoring Sheets for Franchises
- Issuance of appointment letters for new Franchises
- Management of Agreements sent by Franchises
- Worked on Franchise Manual

**+ Mohammad Ali Jinnah University, Islamabad**

**Designation:** Student Assistant  
**Duration:** May 2003- April 2004  
**Responsibilities:**

- Counseling of students facing problems in Macroeconomics, Business Mathematics & Business Statistics
- Conduct of Tutorials for Help, depicting the weak areas to be improved
- Grading of Quizzes & Assignments & Assistant for Exams

**+ Mohammad Ali Jinnah University, Islamabad**

**Designation:** Team Leader for "Computer Training for Islamabad Police"  
**Duration:** January 2004- April 2004  
**Responsibilities:**

- Preparation a manual in Urdu for 120 people from Police Department.
- Lecture delivery, Conducted seminars for special topics of IT with guest speakers weekly reporting to Dean.
- Collecting sponsorship, Arranging sponsored gifts for closing ceremony
- Advertisements, Inauguration ceremonies & Welcome Arrangements
- Arranging a grand Certificate Distribution Ceremony with Chief Guest IG Police & 20 local SP's, Media coverage.

## RESEARCH WORK

- 1) Ph.D Thesis research topic ‘**AN EVALUATION OF STOCK MARKET RESPONSE FOR LEVERED FIRMS**’; **Setting a Guideline for Firms about Capital Structure and Investors Decisions in Pakistan.**”
- 2) MS Thesis with title, ‘**Relationship and impact of leverage on Financial performance; An evidence from various sectors in Pakistan**’
- 3) Published Book, “**Akhtar, S. & Javed, B. (2012). Financial Leverage & Performance, Size, Growth and Industry Effect: Evidence from Diversified Industrial Sectors in Developing Economy of Pakistan!** Paperback – October 18, Saarbrücken, Germany LAP LAMBERT Academic Publishing.”
- 4) Research paper: “**A Stock Market Reaction to Firm Leverage: An Investors’ Insight from Developing Economy of Pakistan**” by Shehla Akhtar\* and Syed Muhammad Aamir Shah, International Research Journal of Managerial Sciences, December, 2018, Volume 12, Issue number 2, pp 37-59
- 5) Research paper: “**Impact of Merger and Acquisition on Pre and Post Merger Leverage and Productivity In Banking Sector Firms: Evidence From Pakistan**” by Shehla Akhtar, Saiqa Sabeen Shahid, Rasheed Abbas & Qurat ul Ain Yousaf, International Research Journal of Finance & Economics, September, 2013, Volume 114\_No.9, pp 80-86
- 6) “**Managing risk in mutual fund companies through enterprise risk Management in Pakistan**” by Jawed Nadia, Wadood Misbah, and Akhter Shehla, ASBBS E-Journal, Volume 5, No.1, 2009
- 7) ‘**Relationship of leverage with Financial performance; Evidence from fuel & energy sector of Pakistan**’ by Shehla Akhtar and Benish Javed, Eurepon Journal of Business and Management , Vol 4, No 11,pp. 7-18, August 2012.
- 8) ‘**Directors’ Borrowing Power** ’ by Shehla Akhtar and Benish Javed, Interdisciplinary Journal of contemporary research in Business, Vol 4, No 4,pp. 497-501, August 2012.
- 9) **Risk Assessment of Inflation and Industrial Production Factor on Pakistan Stocks**’ by Shehla Akhtar , Benish Javed, International Journal of Risk and Contingency Management, accepted for publication Vol 4, No 4.
- 10) ‘**Relationship of Exchange Rate Term Structure and Money Supply (Macroeconomic Variables) on Stock Returns**’ by Benish Javed and Shehla Akhtar , Interdisciplinary Journal of Contemporary Research in Business ,Vol 4, No 3, pp. 599-625, July 2012.
- 11) Research Paper on ‘**Relationship of leverage with Financial performance; A case study from energy, oil & gas sector of Pakistan**’ accepted for presentation at Huwaii in ASBBS International conference 2008.
- 12) Research Paper on “**Managing risk in mutual fund companies through enterprise risk Management in Pakistan**” accepted for presentation at Huwaii in ASBBS International conference 2008.
- 13) “**The Impact of Service Quality on Customer Loyalty: Moderating Role of Customer Relationship Management; A Study on Cellular Service Industry of Pakistan**” by Shakeel Anwar Khan, Shehla Akhtar and Benish Javed (2012). In the process of Publication.

- 14) “Factors of Preference by Customers in Cell Service Industry; An Analysis of Service Quality, CRM Strategies and Customer Loyalty” by Shehla Akhtar, Shakeel Anwar Khan and Benish Javed (2013). In the process of Publication.
- 15) “Interrelationships among Service Quality, CRM and Customer Loyalty” by Shakeel Anwar Khan, Shehla Akhtar, and Benish Javed (2012). In the process of Publication.
- 16) Thesis supervised: “Ijarah financing and conventional leasing; A comparative analysis of customer satisfaction and preferences”
- 17) Thesis supervised: “Impact of Corporate Social Responsibility on Market Value of Firms ”
- 18) Thesis supervised: “Factors influencing the investors’ investment decisions; A study of Islamabad Stock Exchange”

## ACHIEVEMENTS

- + Scholarship for PhD in Finance-A collaborative program of NUML with University of Lille 1, France(HEC Faculty Development Program)
- + Scholarship for French Language Course Level A1 and A2 at Alliance Francais, Islamabad and Level A2+ at Tours, France (Government of France)
- + PGC Scholarship, 75-80% fee concession throughout MBA for maintaining the required level of GPA--Mohammad Ali Jinnah University, Islamabad
- + JMA Award for academic performance (for consistent 4 GPA for two semesters) Mohammad Ali Jinnah University, Islamabad
- + Securing a CGPA of 3.79 on the scale of 4.00.

## PROFESSIONAL TRAININGS & CERTIFICATIONS

- + Training Certificate on “Writing Case Studies in Management Science” held at NUML, Islamabad.
- + Training Certificate on “How to improve Industry Academia Linkage” held at FAST by PIE, Islamabad.
- + Certificate for French Courses Delf A1 & A2, Alliance Francais in collaboration with French Embassy, Islamabad.
- + Certificate for French Courses A2+, Institute De Touraine, Tours, France.
- + Appreciation Certificate for Islamabad Police Computer Training Mohammad Ali Jinnah University, Islamabad.
- + Seminar on “Islamic Banking” at NUML, Islamabad & entitled to Appreciation Certificates by participants including Income Tax Law Chamber.
- + Participant in Agribusiness Conference organized by Asian Development Bank in collaboration with SDPI & entitled to Appreciation Certificate by ADB.
- + Appreciation Certificate for Working with Dar e Ali Ibne Abi Talib, an orphan house Islamic Relief Organization. Islamabad
- + Appreciation Certificate for working with Wish Welfare Society Himalayan Wild Life Federation, Islamabad

## COMPUTER SKILLS

### Proficient in:

- ✚ MS Office (MS Word, MS Power Point, MS Excel, MS Visio, MS Outlook)
- ✚ SPSS for Windows and E-views (data summarizing & interpretation software)
- ✚ Paint & Adobe Photoshop
- ✚ Flash basics
- ✚ Internet (operating & browsing)

### MS Office & SPSS Specialties:

- ✚ Professional Business Reports, & Strategic Plans by the application of various tools in MS Word, Business Action Plans Layouts in MS Excel & MS Visio
- ✚ Basic Financial Modeling in Excel by the application of formulas & other tools, Preparation of Data bases, Future Cash Budgets, financial analysis & Other Business Plans in MS Excel
- ✚ Analysis of business researches & surveys by using SPSS software that provides the facility to summarize & interpret data by the way of frequency tables, charts etc.

## EVENT MANAGEMENT & PARTICIPATIONS

- ✚ Two research papers presentation at Huwaii in ASBBS International conference.
- ✚ Organize Seminars and visits on “Investment alternatives, financial institutions & Islamic Point of Views” & “Islamabad Stock Exchange” at NUML, Islamabad with a Financial expert from **British Embassy & Associate Director of Islamabad Stock Exchange**
- ✚ Seminar on “Importance of Financial Accounting for small Businesses” at NUML, Islamabad
- ✚ Participant in HR Forum on “**Generation Gap**” held at Mohammad Ali Jinnah University, Islamabad

## PRACTICAL PROJECTS

### Major projects

- ✚ Preparation of a “Manual of Accounting” comprised of seven sections
- ✚ Financial analysis of PSO, Faysal Bank & Nishat Mills Financial Reports
- ✚ Preparing a Feasibility for setting up a new School business including Viability Analysis, Budgeting, Fund Raising & Financial Statements
- ✚ Detailed Critical financial, marketing, Technical & Environmental Feasibility Analysis of “Indus Valley Dairies, Thatha”
- ✚ Project on Derivatives-Options & Hedging
- ✚ Detailed HR audit of Muslim Commercial Bank
- ✚ Formulation of Business Strategy for “Fresco” & “Savour Foods”
- ✚ Research, proposed strategies, Market segmentation, survival & brand dial analysis of marketing Strategies in Education Industry
- ✚ Special Project; Computer Training for Islamabad Police
- ✚ Project on studying MIS systems of PIA

## PERSONAL INFO

**Nationality :** Pakistani

**Languages:** English, French, Urdu, Sarayeki, Punjabi.

**Interests:** Decor designing, calligraphy, painting, poetry, Photography & dry arrangements, interior designing, baking & cooking, dress designing.

## REFERENCES

Will be furnished on request.

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