

Arwa Muneer

Economist

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PROFILE

A motivated and detail-oriented Economics graduate eager to apply theoretical knowledge to real-world economic analysis and policy-making. Seeking an entry-level role to contribute to organizational growth while enhancing my skills in data analysis, forecasting, and research.

PROFESSIONAL EXPERIENCE

Bank of AJK internee

Muzaffarabad, Pakistan

- **Customer Service:** Assisted customers with basic banking services, including opening and closing accounts, processing transactions, and answering general inquiries, contributing to a positive customer experience.
- **Data Analysis:** Collected and analyzed customer data to identify trends in account usage, helping the bank improve service offerings and target key customer segments.
- **Loan Documentation:** Assisted in the preparation and processing of loan documentation, ensuring accuracy and compliance with regulatory requirements.

EDUCATION

MSc Economics,
University of Azad Jammu and Kashmir
August 2019 – October 2022

CERTIFICATES

- Bank of AJ&k (Internship)
- Designing a multidimensional poverty index
- Islamic finance for the sustainable development goals
- International data master class
- Data Science in Central Banking
- Training of Trainers Program (state bank of Pakistan initiative)

SKILLS

Banking Fundamentals

- Understanding of basic banking principles, financial instruments

Analytical Skills

- Proficiency in data analysis, financial reporting, and problem-solving.

Software Proficiency

- Familiarity with MS Office (Excel, Word, PowerPoint); basic understanding of financial software (mention any you've learned)

Communication Skill

- Strong written and verbal communication, ability to interact with clients and team members effectively

Quantitative Tools:

- Experienced in statistical software (e.g., STATA, SPSS, R).
- Research: Skilled in conducting literature reviews, data collection, and policy analysis.

Research

- Skilled in conducting literature reviews, data collection, and policy analysis.