

MARVI MUGHAL

[75300/B-33, 4th Floor, Al-Salam Apartment Block 13C Gulshan-e-Iqbal] | [0315 - 8955921] | [marvimughal_96@hotmail.com] |
[www.linkedin.com/in/marvijawed]

WORK EXPERIENCE

STATE BANK OF PAKISTAN (BSC)

AUDIT INTERN

[JUNE 2024 –AUGUST 2024]

- Developed a thorough understanding of central banking functions, including monetary policy implementation, financial regulation, and the role of central banks in maintaining economic stability
- Gained in-depth knowledge of commercial banking operations, regulatory compliance and the procedures involved in credit risk management and loan processing.
- Acquired insight into financial inclusion initiatives, such as microfinance and mobile banking, and their significant impact on expanding access to financial services for underserved populations. Knowledge of accounting principles and financial reporting
- Familiar with foreign exchange operations, including currency trading and hedging strategies, and risk management techniques to mitigate exposure in cross-border transactions. Insight into internal audit processes and international audit standards
- Gained familiarity with financial technologies, including digital payment systems and innovative banking solutions that drive efficiency and customer satisfaction.

GUL AHMED TEXTILE

HR INTERN

[MARCH 2024 –MAY 2024]

- Designed and regularly updated sub-department organograms, effectively visualising the company's internal structure, reporting relationships, and departmental hierarchies to enhance organisational transparency.
- Crafted and refined job descriptions for various roles, ensuring clarity in job responsibilities, requirements, and alignment with company expectations, which facilitated better understanding for both hiring managers and candidates
- Managed the candidate screening process by evaluating resumes, assessing qualifications, and shortlisting top talent, ensuring that only the most suitable candidates progressed to the interview stage
- Coordinated interview schedules, collaborating with hiring managers and candidates to ensure a smooth process and a positive experience for all parties involved.
- Focused on delivering a positive candidate experience throughout the hiring process, from initial contact to interview completion, helping to maintain the company's reputation as an employer of choice.

EDUCATION

Institution	Qualification
Iqra University	BBA (Completed)
Govt. Girls Degree College	HSC
Gulistan Girls Secondary School	SSC

ACHIEVEMENTS

Founder and social media Manager (Allaboutgems)

- Developed and implemented comprehensive content strategies, producing visually compelling graphics and videos that enhance customer engagement and brand loyalty.
- Designed the brand logo and oversee all aspects of social media management, focusing on fostering strong relationships with customers and driving interactive engagement.
- Engaged with customers through direct messaging and comments, building a community around the brand and increasing customer retention rates
- Conducted market research to identify trends in the jewellery industry, enabling the introduction of new product lines that resonate with target audiences.
- Collaborated with influencers and industry partners to expand brand reach and create mutually beneficial promotional opportunities

PROJECTS

Comparative Analysis of Charter (IAD SBP BSC)

- Conducted a comprehensive review of the charter document and international audit standards.
- Identified gaps, inconsistencies, and areas for improvement in the charter document
- Analysed significant key changes in the international audit standard and evaluated their impact on the bank's internal audit framework
- Evaluated the significance of the charter document in the context of internal audit
- Presented comprehensive recommendations to enhance the charter document, ensuring alignment with international standards and driving organisational excellence.

CERTIFICATES

Certificate in Digital Marketing
(Semrush Academy)

Certificate in Website Design
(Aptech Computer Education)

Certificate in Digital Marketing
(Hubspot Academy)