

Zaigham Zaib

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About

Enthusiastic business graduate with a passion for business and data analysis. I am eager to embark on a career journey that allows me to apply my knowledge and skills in a practical setting. Known for my proactive approach, strong work ethic, and ability to adapt to new challenges, I am committed to continuous learning and professional growth. With a focus on delivering high - quality results and exceeding expectations, I am ready to contribute to the success of a forward - thinking organization.

Education

Indus University, Bachelors in Business Administration
2024

April 2020 – March

- **GPA:** 3.82/4.0
- **Coursework:** Management Information Systems, Statistics, Consumer Behavior, Financial Analysis

Experience

Financial Control Group (Intern) National Bank of Pakistan –Head Office, Karachi
2023

July 2023 – Sep

- Conducted accurate data postings in Microsoft Excel, ensuring financial records were up - to - date and error - free.
- Executed bank data reconciliation, identifying and resolving discrepancies to maintain data integrity.
- Utilized MS Visio to document internal controls for the Financial -- Reporting department, clarifying department - wise settings.
- Demonstrated a keen attention to detail in file maintenance, ensuring compliance with organizational standards and facilitating smooth audits.

Expertise:

Professional Skills: SQL, Tableau, MS Excel, MS Word, MS PowerPoint, MS Visio, Email Management

Personal Skills: Communication Skills, Analytical Skills, Presentation Skills, Creativity, Teamwork, Problem Solving, Multi - Tasking