|  |  |  |
| --- | --- | --- |
| SYEDA MARYAM SARFRAZ |  | EDUCATION |
|  | **Samnabad Collage Road**  I.Com (Intermediate Of Commerce)  2018-2020  I.Com (Intermediate Of Commerce) – 2020 I Secured Grade 70%. Best Student In Business Studies Completed Coursework In Accounting Economics,Business Mathematics.  **Lahore Woman University**  B.com (hons)  2021-2025  B.com (2025) best student in accounting completed coursework in finance, auditing, and business management. |
| PROFILE B.Com Graduate With Three Years Of Home Teaching Experience And A 6(Weeks) Month Internship At The Statistics Bureau. Skilled In Accounting, Data Management, And Business Operations With Strong Knowledge Of Finance And Administration. Possesses Good Communication, Problem-Solving, And Organizational Skills. Eager To Build A Career In Accounting, Finance, Or Administration By Contributing Effectively To Organizational Success. CONTACT PHONE:  (+92)-3246626072  Address:  Samnabad Collage Road Lahore.  EMAIL:  [Syedamaryamz101@gmail.com](mailto:Syedamaryamz101@gmail.com) |  | WORK EXPERIENCE |
|  | **Bureau Of Statistics (Company)**  **Internship**  During My Two-Month Internship At The Statistics Bureau, I Worked With The Team On Different Office And Data-Related Tasks. My Responsibilities Included Entering Data, Checking Records, Preparing Simple Reports, And Helping In Basic Analysis. I Also Assisted In Handling Official Files And Documents, Which Taught Me The Importance Of Accuracy And Attention To Detail. This Internship Gave Me Practical Experience Of Working In A Professional Environment And Improved My Communication, Organizational, And Analytical Skills. It Also Helped Me Learn How To Manage Time, Follow Instructions, And Cooperate With Colleagues To Complete Tasks Effectively.  I Learned How To Use MS Office For Basic Reporting, Developed Confidence In Managing Routine Office Tasks, And Gained A Better Understanding Of How Statistical Work Supports Decision-Making. |
|  | SKILLS |
|  | **Marketing**  **Accounting**  **Social Media Management**  **MS Office (Ms. Word,Excel,Powerpoint)** |