

# SAFIA MARIYAM

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## Objective

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I'm a third-year Economics and Finance student excited to dive deeper into the finance industry and add onto my existing experiences in the professional corporate environment. I'm looking for an internship or a part-time role where I can apply what I've learned in my classes, gain practical experience, and grow my skills in areas like financial analysis, financial reporting, quantitative/qualitative analysis, economic and policy analysis.

## Professional Experience

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### Step Student - Accounts Payable

Winnipeg, MB

[Government of Manitoba - Transportation & Infrastructure](#) (July 2024 – Present)

- Process invoices – purchase orders, non-purchase orders, expense claims, contracts, etc.
- Assist in preparation of monthly reports – duplicate payments, credit memos, trial balance.
- Communication with hundreds of vendors to follow up on payments, correct any errors, resolve disputes.
- Work closely with Accounts Receivable department to process refunds, assist with bank reconciliations, create invoices, authenticate cheques.

### Banquet Server

Winnipeg, MB

[RBC Convention Centre](#) (October 2023 – September 2024)

- Lead a team of 2-3 to delegate tasks and ensure smooth service efficiency.
- Serve 3-5 course meals in an organized manner to over 60 guests at a time while ensuring all needs are met.

### Line Cook

Winnipeg, MB

[Earls Restaurant & Bar](#) (April 2023 – September 2023)

- Prepare many dishes while maintaining consistency in quality, taste and timeliness.
- Promoted and trained on all stations within first 3 months of employment.

## Skills

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|-------------------------------|-----------------------------------|
| • Financial analysis          | • Multi-tasking with accuracy     |
| • Problem solving             | • Communication and understanding |
| • Microsoft suite proficiency | • Teamwork and leadership         |
| • Accounting standards        | • Critical thinking for informed  |
| • SAP proficiency             | decision making                   |

## Education

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### BBA in Economics and Finance

Winnipeg, MB

University of Winnipeg (2023 - Present)

Expected graduation: May 2026

### High School Diploma (A-Levels)

Thamer International School (2019 - 2022)

Jeddah, Saudi Arabia

## Training & Certifications

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- SAP A/P Boot Camp (LinkedIn learning)
- Canadian Securities Course (in progress)
  - Workplace safety training
- Google Data Analytics
- Smart Choices Manitoba
- FMVA (in progress)

## Volunteer Experience

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### VP Finance

Winnipeg, MB

University of Winnipeg Finance and Economics Student Association - FESA (January 2024 – Present)

- Manage and supervise financials for any events held in the finance department.
- Build, maintain, update budgets to record expenses & incomes from different sources.
- Increase engagement for faculty events, find sponsors, assist with events arrangement and setup.

### Research Assistant

Winnipeg, MB

University of Winnipeg Research Participation System- SONA (September 2024 – Present)

- Arrange weekly meetings to conduct surveys from faculty students and participate in accurately filling surveys (Topics relating to marketing, organizational behavior).
- Work with department professors to collect data and prepare surveys.

\* References available upon request