

# 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
- Problem solving
- Microsoft suite proficiency
- Accounting standards
- SAP proficiency
- Multi-tasking with accuracy
- Communication and understanding
- Teamwork and leadership
- Critical thinking for informed 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