



SABA FAROOQ
FATHER'S NAME: FAROOQ AHMAD KHAN
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DOMICILE: PAFKAS, SOCIETY PAFKAS

SUMMARY

Multilingual individual with the ability to communicate competently seeking a challenging career; bringing strong ability to teach accounting and commerce courses. Specialized in Financial Accounting and other bearings of commerce subjects. Adroit in all teaching skills with teaching experience to master student. Projects versatility is the core competency like, promotional campaign of NEO channel, financial statement analyses of Atlas Honda Pvt. Ltd. etc.

SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
In page (Urdu)
Written and verbal communication skills
Competitive attitude
Emphatic listener and persuasive speaker
Self-Starter
Stress Management
Customer Focus

EXPERIENCE

INTERNEE • FAYSAL BANK • AUG, 2014 – OCT, 2014

- Financial analysis and modelling

INTERPRETER/TRANSLATOR • AMAN TRADERS • JUL, 2014 – SEP, 2016

- Translation, Administration and Management

INTERPRETATION AND TRANSLATION • MOMA INTERNATIONAL ORGANIZATION, CHINA • JUL, 2018

- Responsibilities includes Chinese/English/Urdu interpretation of conversation, translation of technical reports and documents.

LECTURSHIP • SHEIKHUPURA COLLEGE OF COMMERCE • SEP, 2018 – FEB, 2020

- Master classes (marketing and management)

EDUCATION

SECONDARY SCHOOL CERTIFICATES| BISE LAHORE • 2007 – 2009

- Major: Humanities
- Minor: economics. Education.
- Grade A+ (908/1050)

HIGHER SECONDARY SCHOOL CERTIFICATE| BISE LAHORE • 2009 – 2011

- Major: Commerce
- Grade: A+ (909/1100)



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TWITTER HANDLE



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LANGUAGES

Chinese
English
Urdu
Punjabi

B.COM (IT) | PUNJAB UNIVERSITY LAHORE • 2011 – 2013

- Major: Commerce
- Grade A (1142/1500)

M.COM (HONS.)/M.PHIL | HAILEY COLLEGE OF COMMERCE • 2013 – 2017

- Major: Financial Management
- Minor: Financial Accounting and cost Accounting
- CGPA: 3.89/4

CHINESE LANGUAGE | YANSHAN UNIVERSITY QINHUANGDAO CHINA • 2016 – 2018

- Major: Chinese Language
- Minor: culture and customs of China

CONFERENCES

Participated in the China-Pakistan Belt and Road Cooperation Forum held in Yantai, China.

ACHIEVEMENTS:

- District topper (i.com, B.com) 6th position in PU
- Gold medalist (2)
- International Scholarship holder
- ACCA scholarship encouragement.

CERTIFICATES

Dec. 2011

Certificate in Computer Application

Sep. 2013

Certificate in English Language

Sep. 2015

Certificate of Internship

Nov. 2017

Chinese Proficiency Test (HSK 5)

May. 2018

Chinese Proficiency Test (HSK Speaking)

Apr. 2018

Certificate of Encouragement (Badminton)

May. 2017

Certificate of Encouragement (Table Tennis)