Hina Harram

House# 162, Block J-2 Johar Town Lahore.

hina.harram@gmail.com

10th March, 2022

Recruiter,
THE PAKISTAN CREDIT RATING AGENCY (PACRA)

Dear Sir/Madam,

For your kind acknowledgement, I would like to say that I am a graduate from Business Administration Discipline, National University of Computer And Emerging Sciences. I am interested to work with this organization in order to gain experience, as I think it is one the best place where I will get the right environment to flourish my abilities.

You will get to know from my CV that I am a Self-motivated, hard working person with positive attitude to initiate program in highly competitive environment. I am good at leading the group, making the right decision and completing multiple tasks efficiently. I like challenges and have confidence about my ability to perform any task efficiently. Excellent Interpersonal Communication Skills helps me to communicate effectively with my team mates. I believe in team performance for goal accomplishment rather than individual excellence. I am proficient in accounting software including, but not limited to, MS Excel, Word, PowerPoint, and other analytical and visualization software like Tableau. My CV will give you sufficient information to qualify me for enrolling job in your renowned organization.

I will be available any time at your convenience to demonstrate further about myself.

Thank you for your consideration.

Sincerely,

Hina Harram

Hina Harram

House#162 Block J2, Johar Town, Lahore
Contact: +92 306-0081711   Email: hina.harram@gmail.com

EDUCATION

PROFESSIONALS ACADEMY OF COMMERCE
Charted Financial Analyst (CFA) [Level 1 Candidate]
Currently enrolled for May 2022 exam

NATIONAL UNIVERSITY OF COMPUTER & EMERGING SCIENCES (FAST-NU), LAHORE   2016-2020
FAST SCHOOL OF MANAGEMENT
Bachelors of Business Administration CGPA/Grade: 3.3
Relevant Courses: Accounting, Finance, Business Analytics, Statistics, Marketing, Human Resources, Marketing
Research, Economics

LAHORE GRAMMAR SCHOOL- SENIOR GIRLS CAMPUS   2014-2016
A Level- Business Studies

THE CITY SCHOOL-
RAVI CAMPUS
O level-Sciences   2013-2014

EXPERIENCE

Tuition   July 2016 - Present
Home tutor
- O level- (Accounting)

Hooked on Books   January 2020
Startup
- Pakistans first ecommerce website to sell used books online

FAST Business Club   January 2020
Assistant vice president
- Meeting coordination
  Arranging meetings before the event
- Reception
  Managed contestant and guests

Traditional Minis   September 2019
Startup
- Online platform of customized traditional dresses for girls

December 2018
Fiverr
Freelancing
- Prepared detailed report on financial statements, data entry work, copy paste task, typing tasks.

CERTIFICATIONS

Google Analytics Academy
- Google Analytics for beginners

December 2019

Tableau
- Tableau workshop at FAST NUCES, Lahore

October 2019

PROJECTS

Final Year Project- Business Plan
- Business Plan aims at providing customized traditional and occasional dresses for girls of age (1 year-10year) with best quality and at an affordable price.

Fall 2019

Haier Pakistan (PVT) Limited
- Detailed report on organizational structure and management style.

Spring 2019

Investment Valuation of Cement Sector
- The project report identifies the financial sector overall performance, valuation of their stocks and the individual companies profitability.

Fall 2018

Database Management System Development
- Developed the departmental store database on Microsoft SQL and linked it to the web interface using Microsoft Visual Studio.

Fall 2018

Telecommunication Industry Report
- A detailed report on the performance of industry which showed that the telecommunication industry of Pakistan is struggling to satisfy customer needs and to keep afloat due to the increasing decline in investments.

Spring 2018

Business Plan
- Business plan of a customized wooden furniture Wood Vocation comprises of market research, financial analysis and project feasibility report.

Fall 2016

HONOURS AND AWARDS

- Placed on Deans Honour List in Fall 2016, Spring 2017 and Spring 2020.

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Prezi
- Tableau
- Google Analytics
- SQL database management system and Visual studio
- SPSS, PLS-SEM

LANGUAGES

- Urdu
- English
- Punjabi

![CFA Institute]

9 September 2021

To whom it may concern:

This letter provides the current status of Hina Harram in the CFA Program as of 9 September 2021.

CFA Program	Status
Level I	Registered, 2022

The CFA credential is the most respected and recognized investment designation in the world as it demonstrates superior competency in advanced portfolio management, financial expertise, and technical skills, underpinned by ethical conduct and the highest standards of practice. Successful CFA Program candidates report that they spend an average of 1,000 hours, in aggregate, studying for all three levels.

For more information on CFA Program, visit: cfainstitute.org/programs/cfa/curriculum.

If you should have any further questions, please feel free to contact our Global Contact Center via our Customer Support page: help.cfainstitute.org.

Sincerely,
Global Contact Center