

## ZUNAIRA ARIF

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Location: Lahore, Cantt.

### QUALIFICATIONS

Degree	Institution Name	Year
● MBA (Continue)	National College of Business Administration & Economics (NCBA&E)	(2020-2021)
● BBA (Hons) Finance	Fazaia College of Education for Women Sarwar Road Lahore Cantt (FCOEW)	(2015-2019)
● A' Levels	Keynesian Institute of Management and Sciences	(2015)
● O' Levels (KIMS)	Keynesian Institute of Management and Sciences	(2010)

### RELEVANT COURSEWORK

- Final Year Project (Finance): A Report on Global Evolution Of Corporate Social Responsibility
- Detailed Analysis for Business Startup in International Arena (Project)
- A Creative Marketing Plan 4P's (Project)
- Peace & Place ( Project )

### SKILLS AND ABILITIES

- In Learning phase of SAP Business One
- In Learning phase of MS Excel
- Proficiency in MS Office (Word, PowerPoint)
- Good Communication Skills
- Diploma in Graphics Designing
- Ability to learn new things and technologies easily
- Leadership skills
- Ability to coordinate operations

### RELEVANT EXPERIENCE

- Worked as an intern at (LUMS) Lahore University of Management and Sciences (NMF) from July 02, 2019 till Jan 03, 2020.
- Worked as an Undergraduate intern at Pak Elektron Limited, PEL (2018)
- Experienced Banking as an Undergraduate intern at Al-Baraka (2017)

- Teacher at Mavericks: O'levels for Business, Islamyiat and A'levels for Economics (2013-2015)
- Private Tutoring (2013-2016)

#### **JOB DESCRIPTION**

- Weekly & Monthly Tax Filing
- Bank Reconciliation Statements
- Bill Processing on SAP B1
- Book keeping
- Maintaining Staff Leave Records
- Maintaining NMF Stock Ledger
- Assisting Manager in different Accounts and Finance Tasks
- Pakistan Stock Exchange Investment Port Folios and Market Summary
- Well Versed with engaging Short Term Deposit and Investment in Govt. Securities
- File Tagging

#### **HONORS AND ACTIVITES**

- Head Girl at FCOEW (2018-2019)
- Content Writer at Cloudzytek
- Urdu Sub-Editor of Magazine at KIMS
- Basketball player and certified winner
- Active participant of Sports Gala at University