**RAZIA BANO**

**CURRICULUM VITAE**

0346-4729043

House# 49-A, street # 186, umer park,college road Lahore.

college rp

raziataj333@gmail.com



To join an organization that gives me an opportunity to showcase my skills and also helps me gain practical exposure in business sector.

**CAREER GOAL**

**M.COM(honours) I 2015-2017**

**Hailey College of Commerce, University of the Punjab, Lahore**

Specialization in Finance, **CGPA:** (3.33/4.00)

**Bachelors of Commerce, B.com(Honours) | 2011-2015**

**Hailey College of Commerce, University of the Punjab, Lahore**

Specialization in Finance, **CGPA:** (3.23/4.00)



**EDUCATION**



Available upon request

**REFERENCES**

**William Johnson**

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**CURRICULUM VITAE**

**PROFESSIONAL ATTRIBUTES**

● A high standard of professionalism in my work

● The ability to remain calm and objective in all situations

● The ability to quickly identify and resolve client problems

● Able to work autonomously and in a team environment

● A good sense of humour and the willingness to be part of a team



● **Financial Management** ● **Accounting & finance**

● **Good Communication Skills**

● **Computer skills SPSS, STATA & Accounting software peach-tree**

● **Critical thinking**

**CORE SKILLS**



**Internship I 2014**

**AT GOVT.TRADE DEVELOPMENT AUTHORITY OF PAKISTAN Lahore.**

**Lecturer I 2014-2018 (4 Years)**

**At Oxford college of commerce, Lahore.**

**WORK**

**EXPEREINCE**



**Business Plan Project | Jan – Feb 2015**

Worked as a finance manager and got award of Best stall in Value Creation.

Mandatory participation in documents through e-services portal.

**THESIS on “Determinants of dividend policy: A case of sugar industry in Pakistan”.**

● The ability to remain calm and objective in all situations.

● The ability to quickly identify and resolve client problems.

● Able to work autonomously and in a team environment.

● A good sense of humour and the willingness to be part of a team.

**Projects**

**PROFESSIONAL ATTRIBUTES**