

Saba Qureshi

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Islamabad, Pakistan



SUMMARY

A self-initiating and result oriented MS Management Sciences student with major in Finance, having strong aptitude of Accounts and Finance seeking for a secure position with stable and profitable organization; where I can be a member of a team and utilize my academic experience to the fullest. I am eager to have further training in respective field, while working as assistant to an experienced employer in a fast paced working environment



EDUCATION

Master of Science in Management Sciences (MSMS) 2017-2019
Islamia University of Bahawalpur
GPA: 3.71/4

Bachelor of Sciences in Business Administration (BSBA) 2012-2016
Quaid e Azam University, Islamabad
GPA: 3.3/4



SKILLS

Professional

Bank Reconciliation
Invoices | Vouchers
Budgeting
Tax Filing
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
SPSS
NVIVO (Basic)

Personal

Teamwork
Listening Skills
Communication
Time Management
Meeting Deadline
Quick Learner



EXPERIENCE

Apprenticeship

The Islamia University of Bahawalpur, Pakistan (1 year)
* 23/4/2017- 25/4/2018

Internee- Accountant

Election Commission of Pakistan, Islamabad (6 weeks)
* 13/10/2016 - 23/11/2016

Internee- Accountant

Pakistan Aeronautical Complex, Kamra, Pakistan (8weeks)
* 27/07/2015 – 04/09/2015

Internee- Account Assistant

Alfa line transport LLC, Dubai. (1 month)
* 20/06/2014 - 1/08/2014



CERTIFICATIONS

Financial Analysis Course 2020 _____ Udemy

Financial Planning & Analysis:
Building Company's Budget _____ Udemy

Excel Crash Course _____ Udemy



LANGUAGES

English
Urdu
Hindi (Basic)
French (Basic)



REFERENCE

Will be Provided on request