

# 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