**Name - Nagma** Email –**Nagma.337959@2freemail.com**

**Career Objectives**

To gain and enhance knowledge in my field so that i can be well versed in dealing with and solving different issues of company I am working for. And can contribute to its objective fulfillment.

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| *Course**(Stream/Examination)* | *Institution/University* | *Year of Passing* | *Marks (%)* |
| M.B.A  | Apeejay Institute of Management (PTU) | 2017 | 82% (till 3rd sem) |
| CA Final-Group 1 | ICAI | 2016 | Passed |
| B.com. | Lyallpur Khalsa college (GNDU) | 2013 | 62% |
| 12th | Lyallpur Khalsa Collegiate School (PSEB) | 2010 | 74% |

**Experience**

* As an Article assistant for 3 years did audits as under:
* Concurrent Audit: - Punjab National Bank

 -Oriental Bank of commerce

 -Union Bank of India

 - Bank of India

* Quarterly Audit: -Punjab National Bank
* Statutory Audit : -Punjab & Sindh Bank

 -Catholic Syrian Bank

 -Federal Bank

* BSNL Audit
* DAV college Audit
* Army School Audit
* Internship at “**Withme”** for 2 months **as fashion advisor and blogger**.
* Summer Internship at “**PKF Finance Group**”

During internship worked as below:

* Feeding in the system of yearly record till may 2017.
* Working on the operating system JAGUAR in insurance deptt.
* Auditing of recorded data by generation of auditing reports.
* Working on Microsoft outlook.

**Awards and Achievements**

* Participated in singing competitions at regional level,
* Participated in drawing competition;
* Awarded as All Rounder in school;
* Participated in cultural events in college;
* Did Comparing at Pinnacle 2015 ;
* Certification from **Internshala Business Case contest;**
* Certification **of Entrepreneurship awareness camp;**
* **100 Hours Training in IT;**
* Volunteering in Blood Donation camp;
* Coordinator of Sports event in college.
* Working on **“Vision Alpha”** online forex trading site

**Key Skills**

* Trustworthy
* Quick Learner
* Personality Observer
* Self-motivated
* Systematic
* Organized
* Dedicated
* Self-analyst
* Self-motivated

**Interests and Activities**

* Singing/ Dancing
* Drawing/Painting/ Sketching
* Net Surfing
* Watching web series

**Personal Details**

DOB – 22/01/1993

Gender -Female

Languages Known – Hindi, English (Fair enough) and Punjabi.

***I hereby certify that the above statements are true and correct to the best of my knowledge.***