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**Name** Aisha

**Email** **aisha.338754@2freemail.com**

**Date of birth** 10 Jan, 1988

**Nationality** Pakistani

**Objective:** Seeking experience and a responsible position in **Education / Accounting / Administration** with a reputed organization where I can utilize my talents & expertise to the fullest potential & to acquire good working skills. A seasoned professional and effectual team player with a proven ability to exceed goals and objectives.

**Qualification:**

**Msc Economics & Finance** 20162.50/5

Rhine-waal university of Applied Sciences, Kleve, Germany

**MBA/Ms Finance**  2014 3.90/4

Federal Urdu University of Arts

Science & Technology, Islamabad, Pakistan

**B.Com, Punjab College of Commerce Islamabad** 2008 A Grade

University of Punjab, Pakistan

**Higher Secondary School Certificate** 2006 A Grade

FBISE Islamabad, Pakistan

**Work Experience:**

 **Lecturer** Apr, 2014 to Aug, 2015

 **Federal Urdu University of Arts**

 **Science & Technology, Islamabad, Pakistan**

* Prepare & deliver lectures to Bachelors level
* Major subjects were: Financial accounting, Principles of Banking & Finance and Business

Mathematics & statistics

* Worked as a Female Student counselor
* Designs, recommends, and/or implements changes in accounting systems, accounting policies, and information storage and retrieval systems, working with other fiscal and program staff as necessary

**Senior Teacher & Assistant coordinator** Feb, 2010 to Feb, 2014

 **Jinnah Public School & College Islamabad, Pakistan**

* Worked as a senior teacher
* Taught Mathematics as core subject
* Taught other subjects like Computer, Social Studies
* Worked as an Assistant coordinator for 2 years
* Operates internal accounting information systems, microcomputer hardware and software, including word processing, spreadsheets, and others, maintaining and creating spreadsheets as needed
* Answer and respond to student inquiries regarding their attendance, fees and academics
* Organizing the faculty meetings and prepare the minutes of meeting
* Provide information regarding the school’s curricular improvements, efforts toward authentic assessment, the schools benchmarks and exit outcomes, looping, the school’s philosophy of inclusionary practices

**Awards &Achievements:**

* Overall topper in Federal Urdu University of Arts & Sciences 2010-2014
* Scholarship holder 2010-2014
* Best project achiever of the Semester 2014
* Laptop holder from CM Shahbaz Sharif Youth Initiative 2013
* Best Teacher of the year award 2013
* Most efficient & hardworking teacher of the year award 2012
* Most Cooperative teacher of the year award 2011
* 1st Prize in debate competition 2008

**KeySkills:**

* Leadership Skills
* Communication skills
* Presentation Skills
* Initiative Skills
* Interpersonal Skills
* Decision making Skills
* Analytical Skills
* Fluent in both spoken written ENGLISH URDU
* Have command on Computer applications (Ms word, Ms excel, Accounting software, internet

browsing)

**Semester Projects:**

* Impact of Macroeconomic variables on UK sterling pound
* Five year Analysis of Financial reports of Toyota & Suzuki motors
* Research report on Impact of Macro Economic variables on Exchange rate of Pakistan
* Five year Ratio analysis of Cement Industry of Pakistan
* Horizontal & Vertical analysis of Allied Bank Ltd
* Research report on Financial comparison of Islamic banks & Conventional banks
* Research report on Impact of Information & Communication Technology on Globalization
* Research report on Revolution of Islamic banking system in Pakistan