MEMOONA

[MEMOONA.40406@2freemail.com](mailto:MEMOONA.40406@2freemail.com)

**Career objective**

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed organization.

**Key Skills**

**Communication and teamwork**

Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work.   
  
**Ability to meet deadlines and work under pressure**

Working while studying a full-time bachelor degree has given me the time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy, and have never been late with an assignment.   
  
**Enthusiastic, hard-working and eager to learn**

Reliable and trustworthy, with a strong work ethic and values. A high achiever; received university study grants every year from 2008 to 2010.   
  
**Technical skills**

Strong technical proficiency in Microsoft Office 2010 (Excel, Access, Word, PowerPoint),

**Language skills**

Fluent in spoken and written English.

**Experience**

* 3 Month Experience Internship course from Bank Of Punjab,

Pakistan.

**Education**

**Bachelor’s Degree – (B.Com**) In Progress

Under Allama Iqbal Open University Islamabad, Pakistan

**Intermediate - (FA)** 2013

Under Board of Intermediate & Secondary Education Rawalpindi, Pakistan

**Personal Detail**

D.O.B Aug 10, 1992.

Visa Status Visit Visa (long term**)**

Nationality Pakistani