

Fatima Masood Abbasi

A highly diligent and driven individual, characterized by exceptional organization, trustworthiness, and reliability. Thrives in team environments while equally adept at independent work, consistently demonstrating initiative and self-reliance.

✉ fatimaabbasi752@gmail.com

☎ 03209524332

📍 Kahuta, Rawalpindi, Pakistan

EDUCATION

BBA Hons

Fatima Jinnah Women University, Rawalpindi

09/2020 - 07/2024

3.78/4.00

Finance

– Silver medalist

Fsc (Pre medical)

KRL model college for Girls Kahuta

2018 - 2020

869/1100

Matric (Science)

Kahuta

2016 - 2018

1038/1100

WORK EXPERIENCE

Internee

SBP, BSC, RWP

06/2023 - 07/2023

Contact : Aqib (Hr. manager) - +92 304 4523087

Teacher

High school Kahuta

08/2024 - 09/2024

Virtual Assistant

Financial advisor Marketing mastery

08/2022 - 10/2022

Contact : Eman sehar (Hiring Manager) - +92 347 5149273

SKILLS

HRM

Portfolio Management

Budgeting

Ms word

Cashflow Analysis

SPSS

STATA

Excel

Leads Conversion strategy

Sales and Marketing

Professional Management Skills

Ability to work well under pressure and meet deadlines.

Problem-solving and decision-making skills

Proposal & Content Writer

35+ WPM Typing Speed

Excellent communication and interpersonal skills

CERTIFICATES

Introduction to Finance, Accounting, Modeling and Valuation (Udemy Business)

Freelancing certificate from NS training

Google Analytics from Great Learning

Introduction to Financial Accounting from Great Learning

Certificate of Participation form EasyLife

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Problem-solving and critical thinking

Innovation and creativity

Market research and Analysis