

Anub Zaheer

BBA Hons (finance)

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House 90 Street 3 Ahmedabad Dhamial
Road Rawalpindi

03185349317

OBJECTIVE

Recent BBA graduate in Finance with strong analytical skills and proficiency in financial software. Motivated, detail-oriented, and eager to leverage financial knowledge to support business growth. Excited to start a career in financial planning and contribute to a dynamic financial team.

EXPERIENCE

NADRA

07/10/24 – 08/16/24

CRMS Department Internee

I have learn:

- Daily Reporting of 4 vital event on Excel.
- Making draft letter.
- Confidential of Documents.
- Dispatching.
- Future Projects of CRMS Deptt.

Js Bank Limited

08/16/23 – 09/27/23

Internee

- I mainly worked in Account Opening and Discrepancy Resolution, Service Quality and Floor Management, ATM, Cheque Book Collection/Delivery, Deposit Mobilization (Telephonically).

Evoke Academy

01/01/23 – 08/01/23

Math Tutor

- I helped students understand math concepts through personalized tutoring sessions, both one-on-one and in groups. I assisted with homework, test preparation, and effective study methods.

Global Academy

01/01/22 – 12/30//22

Math Tutor/ Receptionist

- I tutored students in math both individually and in groups, creating customized lesson plans and monitoring their progress. I helped with homework, exam prep, and study skills. I also managed the front desk, answered phones and emails, scheduled appointments, and kept student records. Additionally, I made sure the environment was welcoming and worked with staff to support academy activities and events.

EDUCATION

Business Administration (Finance)

2020 - 2024

Fatima Jinnah Women University

Comprehensive Business management curriculum covering Finance, Marketing, Human Resource Management.

ICS /Matric

2016- 2020

Aviation Army Public School & College

SKILLS

- Google Doc
- Google Sheet
- Fillmore
- Google Slides
- Canva
- QuickBooks