

AQSA SHAFIQUE

(Gold Medalist)

Accounting & Finance

Rawalpindi, Pakistan

CONTACT

Email:
aqsasshafi19@yahoo.com

Phone:
+92 302 8809133
051 5191131

Skills

- English Language Proficient
- Computer Literate
- Knowledge of Accounting Softwares and MS Office
- Advance MS Excel skills
- Ability to meet Deadlines
- Detail Oriented

OBJECTIVE

Aspiring Finance professional with a strong academic background and hands-on experience in financial analysis, data management, and ERP systems. Seeking a challenging position in a reputable organization to leverage technical skills and educational knowledge, contribute effectively to the Accounts & Finance sector, and build a lasting and impactful career.

ACADEMIC INFORMATION

		(2024-2025)
Post Graduate Program	MBA Finance (in progress)	
Education	17.5 Years	
CGPA	4.00/4.00	
University	CUST University, Islamabad	
		(2016-2020)
Graduate program	BS Accounting & Finance	
Education	16 Years	
University	International Islamic University, ISB.	
Grade	Distinction	
CGPA	3.94/4.00	
Percentage	86.16%	
Award	Gold Medal	
		(2011-2013)
Intermediate	FSc. Pre-Engineering	
Institute	Global College of Sciences	
Obtained Marks	851/1100 (Grade A)	

QUALIFICATION

- Accounting software TALLY ERP. 09
- Financial Modelling and Data Analysis on Microsoft Excel using advanced functions as pivot table, slicer, simulations, statistical analysis and data presentation.
- Microsoft office (MS Excel, MS Word, MS PowerPoint)
- Conducted field research (observation and interviews) related to Financial Analysis and management projects.
- Studied core and specialized courses related to Accounting & Finance.

EXPERIENCE

(June 2019 - Sep 2019)

Finance Intern National Logistics Cell (NLC)

- Performed Reconciliation of Bank Statements to ensure accuracy of Cash records.
- Preparation of Cash Books including Collection Accounts, Revolving and Imprest Accounts.
- Data Entry in Oracle ERP (AR, AP, CM, GL & FA Module).
- Aging of Receivables & Payables.
- Managing of Accounts Receivables/ payables.

- Preparation of Financial Statements Mainly Statement of financial position and Income Statement.
- Inter Company Accounts Reconciliation.
- Entries in General Ledgers.
- Accounting of Construction projects.
- Preparation of Debit & Credit Notes generated for inter-company Transactions.

(Oct 2021 – May 2022)

Public Relation Officer

Worked as PRO in a private school;

Objective: Strengthened communication and interpersonal skills while gaining valuable insights into administration. Responsible for a range of tasks including:

- **Fee Management:** Prepared and managed monthly student fee bills using Microsoft Excel.
- **Database Management:** Maintained and updated student and faculty records in the database.
- **Financial Transactions:** Handled fee vouchers, receipts, and petty cash.
- **Documentation:** Documented administrative activities, prepared letters, forms, and certificates as needed.
- **Event Planning:** Organized and executed events such as Fun Fairs, Competitions, and Sports Weeks.
- **Stakeholder Engagement:** Addressed and resolved conflicts and issues with parents and students, fostering positive relationships and keeping stakeholders informed about school activities, academics, and policies.

ACADEMIC ACHIEVEMENT

Received the prestigious **Gold Medal** and Distinction Certificate for exceptional academic performance.

Got entitlement of fully funded Scholarship and secured 4/4 GPA in multiple semesters throughout the degree programs.

INTERESTS/ACTIVITIES

- Organize seminars in university as Event management activities.
- Participated in various speeches/ presentation contests.
- Participated in Badminton and wall climbing contests.