



GHULAM KHADIJAH TUL QUBRA

Job Hunter

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0309-8575929

Khushab, Punjab, Pakistan

PROFILE INFO

Recent MPhil graduate in Management Sciences with a specialization in Finance, holding hands-on internship experience in banking and teaching. Eager to apply analytical skills and finance knowledge in a dynamic role. Skilled in graphic design and proficient in various design tools, looking to combine creative abilities with a strong background in business

SKILLS

Technical Skills

- Finance: Financial Analysis, Credit Analysis, Portfolio Management
- Graphic Design: Adobe Photoshop, Adobe Illustrator, Canva, CorelDraw
- Office Software: Microsoft Excel, Word, PowerPoint

Soft Skills

- Strong Communication
- Analytical Thinking
- Time Management
- Team Collaboration
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LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi (Fluent)



EDUCATION

2022

Master of Management Sciences

2024

University of Sargodha, Sargodha.

Graduated with highest honors, recognizing academic excellence.

Specialization: Finance.

GPA: 3.51/4.00

2016

Bachelor of Business Administration

2020

University of Education, Jauharabad.

Graduated with highest honors, recognizing academic excellence.

Specialization: Finance.

GPA: 3.77/4.00



EXPERIENCE

JULY, 2018

SEP, 2018

Intern

Bank Alfalah, Khushab, Pakistan

- Assisted in daily banking operations, customer inquiries, and financial transactions.
- Gained hands-on experience with account management and client relations.
- Analyzed daily transactions and reported insights to senior management.

Oct, 2021

Jan, 2022

Teaching Assistant

Learner's International school, Jauharabad

- Instructed students in basic finance concepts, providing support in understanding core subjects.
- Prepared lesson plans, organized classroom materials, and assisted in grading assignments.
- Developed and utilized multimedia presentations to enhance student engagement and comprehension