

AREEBA KANWAL

B U S I N E S S F I N A N C E

+92336-6531272

Rawalpindi, Punjab

areebakanwal915@gmail.com

PROFILE

Aspiring finance graduate aiming to secure a role in a dynamic corporate finance environment, where I can utilize my strong foundation in financial modeling, data analysis, and accounting principles to drive strategic financial outcomes. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EXPERIENCE

Finance Intern

IAttock Refinery Limited(NCPC) | July 2023 - Sep 2023

- Prepare bank Reconciliation Statements and Manage Invoices of clients.
- Handle confidential information and documents with discretion and maintain their proper record.
- Computing Sales Tax and File Income Tax Return.
- Financial Software Utilization (Oracle & Quickbooks).
- Generating Bank Reciepts and Ensuring a Clear and Upto Date Record of Financial Transaction.

Human Resources Intern

Ai DataYard| Oct 2023 - Jan 2024

- Managed calendars, scheduled appointments, and arranged meetings and conferences.
- Recruitment.
- Resume Screening and Selection.
- Conduct Interviews.
- Collaboration with HR Team to Facilitate the Hiring Process.

Aspire Leadership Program

Harvard Business School, Cambridge, Massachusetts | Jan 2023 - Oct 2023

- Strength based Leadership skill Assessment.
- Live Interaction among a Global Cohort of Peers.
- Mentorship and Networking

EDUCATION

Fatima Jinnah Women University,Rawalpindi

Bachelor's Degree in Business Administration
2020 - 2024
Grade A+

Kallar Kahar Science College Kallr Kahar

FSC (Pre-Engineering)
2018 - 2020
Grade A+

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Data Analysis Financial Modeling
- Leadership
- Problem Solving
- MS Office (Word, Excel, PowerPoint)

CERTIFICATIONS

- IT & Office Automation | MASIA Institute
- Scientific Research Writing | Multiomics
- QuickBooks, Freelancing| Digiskills
- NVIVO Software
- SPSS,AMOS and STATA Research Softwares
- Online Leadership Course