

Curriculum Vitae

SAIQA

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OBJECTIVE

As a dedicated BBA candidate, I aim to leverage my expertise in business administration to drive operational excellence and support the prosperity of organizations.

EDUCATION

Bachelor of Business Administration (3.5 CGPA), Fatima Jinnah Women University, The Mall. Expected 2024
Intermediate in Pre-Medical (82%), F.G Post Graduate College for Women, Kashmir Road. 2018 – 2020
Matriculation in Science (92%), F.G Sir Syed Girls Secondary School, The Mall. 2014 – 2018

SKILLS

Technical Skills	MS Word, MS Excel, MS PowerPoint
Soft Skills	Communication Skills, Writing Skills, Time Management, Enthusiasm and Team Work

EXPERIENCE

Intern M.A Traders	Aug 07- Sep 8, 2024 Rawalpindi, Pakistan
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- Updated internal official records
- Filed the documents
- Participated in HR projects

Volunteer Helping Hand for Relief and Development	April 25 - April 27 Islamabad, Pakistan
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- Disseminated need of Education and Awareness
- Prepared food baskets for the deserving.
- Collected and donated funds

PROJECTS

- Prepared a comprehensive report on Nestle Pakistan HR functions.
- Introduced a product in Entrepreneurship Course.
- Prepared a Report on Macroeconomic Implications of Great Depression 1930.

EXTRA-CURRICULAR ACTIVITIES

- Completed Introduction to Finance, Accounting, Modeling and Valuation course on behalf of Udemy
 - Completed Training and Learning online course on behalf of University of Leeds and Coursera.
 - Completed Training and Development course in collaboration of HRCI and Coursera.
 - Attended 30 days virtual research bootcamp.
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