



Vaniza Yousaf

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Contact

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Email

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Address

Rawalpindi, Punjab, Pakistan

Education

2022

M.com~3.86 cgpa

National University of Modern Languages, Islamabad

2018

B.com~1st division

Future Degree college, Sattlitown Rwp

Expertise

- MS Office
- ERP website
- E-commerce Specialist
- Ali Express Highrank product Hunter
- Handle petty cash, Accounting software
- Public Dealing
- Bookkeeping, Cashbook maintaining, Salaries making

Language

English

Urdu

Baltic

Punjabi

Experience

July 2023- Sep 2024

Hyper Future I I-9/3, St.5 , Islamabad

E-commerce Sales Specialist

- Manage Ali-Express stores through ERP website and PP browser
- Handle store products, ranking, daily sales, and store condition
- Perform daily checks and balances
- Publish ranking products daily

Key Tasks:

- Analyze product keywords, attributes, and ranking
- Publish products on Ali-Express using data from other platforms

Tools and Platforms:

- ERP website
- PP browser
- Amazon
- eBay
- Shopify (for product analysis)

June 2022-June 2023

Women Development & Welfare Centre I Naz Cenima., Rawalpindi

Accountant

- Managed accounts, cashbook, and bookkeeping
- Handled miscellaneous amount receipts, expenses, and revenue
- Prepared fee vouchers, admission forms, and employee salary records
- Maintained software for issuing vouchers and fee records

As a Coordinator (Public Dealing):

- Guided parents and women about courses
- Provided admission forms and issued vouchers
- Coordinated with visitors and handled queries

October 2018-May 2021

Authentic Public Secondary school, Rawalpindi

Teacher

- **Grade Level:** Primary level (Grades 2-4)

Subjects Taught:

- Maths, English, Science, Urdu, Islamiyat , SST.

Additional Responsibilities:

- Class Incharge
- Maintaining discipline in the classroom

National Literary Certificate by SBP

Major Projects & Subjects

Report and Survey on Bata

Marketing Management

Final Year Project

Hygienic Box

Horizontal/Vertical analysis

Yousaf Weaving Mills LTD

Research Work

Impact of knowledge management on business organization.