

Khadija Yaseen

Passport: VX6806841 **Nationality:** Pakistani **Date of birth:** 17/02/2003 **Place of birth:** Wah Cantt, Pakistan

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ABOUT MYSELF

Accomplished professional with expertise in leadership, decision-making, and strategic planning. Demonstrates advanced proficiency in MS Excel, including complex formulae, and possesses significant experience with SAP software and implementation. Skilled in business continuity planning, financial reporting, and problem-solving, complemented by strong communication skills and team-building capabilities. Committed to leveraging these competencies to drive organizational success and achieve long-term career growth.

EDUCATION AND TRAINING

Bachelors

PMAS Arid Agriculture University Rawalpindi [05/10/2020 – 17/07/2024]

City: Rawalpindi | **Country:** Pakistan | **Field(s) of study:** Business, administration and law | **Final grade:** 3.42 | **Thesis:** How the Gaza Palestine war affecting the stock market and investor portfolio of the MENA countries

WORK EXPERIENCE

 **UBL bank – Wah Cantt, Pakistan**

City: Wah Cantt | **Country:** Pakistan

internship

[01/06/2024 – 16/08/2024]

- My responsibilities included working in the Accounts Department, assisting with clearing and remittance processes, and supporting account opening procedures.
- I also engaged in customer relations and marketing activities, helping to enhance client satisfaction and promote banking services.

 **Askari Bank – Wah Cantt, Pakistan**

City: Wah Cantt | **Country:** Pakistan

internship

[02/07/2022 – 06/09/2022]

- I received hands-on training across key departments, including Accounts, Clearing and Remittance, and the Credit Department.
- I was involved in account opening processes, customer relations, and marketing activities, enhancing my communication and service skills. Additionally, I gained practical exposure to credit operations related to auto, home mortgage, agriculture, and business loans.

 **Wah Industries Limited – Wah Cantt, Pakistan**

City: Wah Cantt | **Country:** Pakistan

internship

[01/09/2022 – 12/11/2022]

- During this period, I gained exposure to core HR practices, including employee engagement, recruitment processes, and organizational policies.
- I assisted in daily administrative tasks, maintained records, and supported HR initiatives to ensure smooth departmental functioning.
- This experience enhanced my understanding of HR roles and responsibilities while strengthening my communication, coordination, and organizational skills.

 **LINRCO Pakistan – Wah Cantt, Pakistan**

City: Wah Cantt | **Country:** Pakistan

Purchase Order Coordinator

[01/08/2024 – Current]

- I gained hands-on experience and practical training in key operational areas, including handling Purchase Orders (POs), processing Sales Orders, and managing Manpower Requests (MPRs).
- I worked extensively with SAP software, utilizing its various modules to support daily business operations and ensure accurate and efficient workflow.
- My role involved coordinating with internal departments, maintaining data integrity, and contributing to process optimization across procurement and workforce planning activities.

SKILLS

Leadership proficiency / Decision-Making proficiency / Advanced excel usage / Financial reporting / Problem-solving / Microsoft Powerpoint / Microsoft Excel / Outlook / Microsoft Word / Decision-making / Team-work oriented / SAP software use / SAP implementation expertise

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** C2

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

CERTIFICATIONS

[04/04/2023]

Seminar and inter university skill competition on tips and trick of investment in stock market

Certificate of participation

[09/03/2019]

One day workshop on personality development

Certificate of participation

[14/12/2024]

Mastering Time Management for Maximum Efficiency

Certificate of participation

[05/01/2025]

Happiness At Workplace

Certificate of participation

PROJECTS

[01/02/2024 – 06/06/2024]

How the Gaza Palestine war affecting the stock market and investor portfolio of the MENA countries

Our research topic is how the Gaza Palestine war affecting the stock market and investor portfolio of the MENA countries which include UAE, OMAN, Egypt, Saudia Arab. As Gaza Palestine war is the sore issue which not only effecting their financial situation but also affecting the financial and economical condition of their surrounding areas.
