

ZOHA RIAZ

- Email zohach247@gmail.com
- Software: EPAD, Oracle



OBJECTIVE

I am interested in an Assistant Manager, Senior and Assistant Accountant, Financial Analyst, Business Development Officer, Coordinator, Administrator position that will pursue my profession in an active environment for widening my scope by harmonizing my theoretical knowledge by practical experience where ambition, dedication and hard work is duly valued and rewarded. I am so interested to work with your organization.



EDUCATION

- **Masters 2025**| Master of Science in Accounting and Finance, Fatima Jinnah Women University, Rawalpindi
- **Graduation in 2020**| BS. Honors in Commerce, Fatima Jinnah Women University, Rawalpindi
- **Intermediate in 2016** | Psychology and Computer, Govt. Degree College for Women Jhanda Chichi Rawalpindi
- **Matric 2014**| Computer Sciences, F.G Sir Syed Girls High School Rawalpindi



EXPERIENCE

- Paid 6 Months internship in process: in Procurement Department of Fatima Jinnah Women University
 - ✧ Study the Case of purchasing items under LP and RFQ and upload requirement on EPAD software for give order to vendors
 - ✧ Making purchase order and prepare Comparative Statement of Final vendors who will win in Bid
 - ✧ After complete order by vender then prepare all document for payment process and sent to Accounts Department.
- 6-Weeks Internship in International Affairs Department of Rawalpindi Chamber of Commerce and Industry.
 - ✧ I did visa processing for organization international businesses tours and for other Rawalpindi business clients.
 - ✧ I had also do record keeping of all international Embassies information for foreign delegations and arrange international expo, Business Promotion

Opportunities, Online Business Support.

- 4-Months Internship in Finance and Accounts Dept. and Financial Reporting Dept. of HQ NLC (National Logistics Cell).
 - ✧ In Finance and Accounts dept. I had work on making vouchers on Oracle Software of all HQ and SBUs expenses for purchase current and fixed assets.
 - ✧ I had also making letters for participating in auctions and complete future projects and presents some details to General Manager (GM HQ NLC).
 - ✧ I did record keeping of bank reconciliation on Microsoft excel.
 - ✧ I did record keeping of all pdf file of Fixed asset items on excel and record all fixed assets item expense on Oracle software ERP2 and make breakup of all amounts and submit data to Assistant Manager and fulfill all task on required time and complete Audit period.



RESEARCH TITLE

Factors Affecting the Profitability of Islamic Bank: A Case Study of Pakistan

Impact of political events on stock market volatility: Evidence from developed and developing countries.



SKILLS

- Efficient in internet searching
- Organizing events and manage responsibly
- Can use different type of software Oracle Application Software, EPAD and (E.view, Spss etc)
- Microsoft Word, Excel and Special skills in making slides on PowerPoint
- Leadership, Active listening and Time management



SEMINARS AND CONFERENCES

- Attended seminar of 2nd International Conference on Governance and Public Policy
- Participating in 17th Young Leadership Summit 2019
- Organized Entrepreneurship Fair and Fun Gala for fund raising as organizer at university



LANGUAGES

Urdu, English and Punjabi (Native).

