

ROMAISA RAMZAN

ACCOUNTING AND FINANCE

Rawalpindi, Pakistan | +92 3344424442 | romaisaramzan29@gmail.com | www.linkedin.com/in/romaisa-ramzan-64019727a

OBJECTIVE

Seeking a finance or accounting position in a reputable organization where I can leverage my skills and academic knowledge to drive organizational success, while gaining valuable professional experience and contributing to long term growth. I aim to enhance my skills through professional development and leverage my expertise in financial tools, data analysis, and accounting principles to deliver measurable value and support long-term organizational success.

EDUCATION

Graduation

Bachelor's degree, **Accounting and Finance**

COMSATS University Islamabad (CGPA 3.84)

(Received Merit Certificates in recognition of exceptional academic performance| **COMSATS University Islamabad**)

Sep 2021- July 2025

Intermediate

Steps College, Rawalpindi

Sep 2018 - May 2020

Matriculation

Siddeeq Public School, Rawalpindi

Aug 2016 – May 2018

WORK EXPERIENCE

Frontier Ceramics Limited

Intern in Finance and Taxation Department

Rawalpindi, Pakistan

June 2024 – Aug 2024

- ✓ Accurately managed and verified over **7,000 financial entries**, including sales, purchases, and consumption data, while supporting monthly reconciliation processes to ensure error-free reporting.
- ✓ Applied advanced Excel functions (VLOOKUP, SUMIFS, LEN, data-cleaning tools) to process and validate **large datasets of over 10,000 records**, improving data accuracy and operational efficiency.
- ✓ Gained hands-on experience in financial statement preparation and audit processes, developing a strong understanding of accounting standards, internal controls, and regulatory compliance.

Askari Bank Limited

Intern in Operations Department

Rawalpindi, Pakistan

July 2023 - Aug 2023

- ✓ Gained hands-on experience in **daily banking operations**, including account management, transactional processing, and customer service.
- ✓ **Verified client documentation**, ensured compliance with regulatory standards, and addressed customer inquiries with professionalism and accuracy.
- ✓ Collaborated with cross-functional teams to support branch operations and developed a strong understanding of banking products, services, and customer-focused practices

PROJECT EXPERIENCE

- Financial Reports' evaluation of Fauji Cement.
- Organized trip as the final project of the semester.
- Managed seminar related to finance as the final project of semester.
- Completion of microbusiness' final project.
- Business startup presentation at **PITCH@COM** season 6 2024 at CUI.
- Ratio and trend analysis of various companies.

CERTIFICATES

- Certificate of analyzing business ratios| **Coursera**
- Certificate of QuickBooks | **Digi Skills**
- Certificate of free lancing | **Digi Skills**
- Certificate of Ushering in Job Fairs | **COMSATS University Islamabad**
- Certificate of participation in CUIMUN as a delegate | **COMSATS University Islamabad**
- PITCH@COM season 6 2024 | **COMSATS University Islamabad**

SKILLS

- **Soft Skills:** Quick learner, Detail-oriented, Critical thinking, Oral and written communication, Time management, Communication and interpersonal skills, Problem solving and analysis, Event management
- **Technical skills:** QuickBooks, Xero, Odoo, Accounts Reconciliation, Financial Reporting, Financial Planning, Financial Statement Analysis, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

LANGUAGES

- English - **Fluent (spoken and written)**
- Urdu - **Native**
- Punjabi – **Basic**

INTERESTS

- Volunteering
- Travelling
- Exploring

REFERENCES

Will be provided on demand