



IRTIZA ARSHAD

PROFILE

Highly dedicated and academically driven MBA (Finance) graduate from Air University with a strong foundation in business and human resource management. Known for integrity, discipline, and a keen eye for detail, with excellent communication and collaborative skills. Passionate about learning, research, and contributing meaningfully to academic and professional environments.

CONTACT

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House 460, street 23, sector G15/4, Islamabad.

LANGUAGES

- English
- Urdu

EDUCATION

MASTERS IN BUSINESS ADMINISTRATION (FINANCE)

AIR UNIVERSITY, ISLAMABAD

2023 - 2025

SCORED 3.87 OUT OF 4

POST-GRADUATE DIPLOMA HRM

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

2022-2023

SCORED 3.07 OUT OF 4

BACHELORS IN ENGLISH

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

2018-2022

SCORED 3.3 OUT OF 4

INTERMEDIATE (PRE-ENGINEERING)

KASHMIR MODEL COLLEGE, MIRPUR AJK

2016-2018

SCORED 705 OUT OF 1100

MATRICULATION (SCIENCE)

KASHMIR MODEL COLLEGE, MIRPUR AJK

2014-2016

SCORED 783 OUT OF 1100

EXPERIENCE

INTERNSHIP (6 WEEKS)

FWO (RAWALPINDI , HEADQUARTER)

JULY 10 , 2024 – AUGUST 13 , 2024

KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- MS Office Suite
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Meticulous attention to detail