

Iqra Hafeez

CONTACT

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📍 House # KH344, Street #7,
Range Road Rawalpindi.

EDUCATION

BBA (HR)

Fatima Jinnah Women University
(2024)

Diploma in Commerce

Punjab Board of Technical Education
(2020)

Matric in Science

Federal Board Of Intermediated
And Secondary Education (2018)

INTEREST

- Banking and financial management
- Human resource development
- Teaching and learning

PROFILE SUMMARY

Motivated and detail-oriented BBA graduate with a solid understanding of business and financial principles. Gained hands-on experience in customer service, documentation, and operations during an internship at United Bank Limited. Strong in analytical thinking, communication, and problem-solving, with a passion for delivering results and contributing to organizational growth.

WORK EXPERIENCE

Intern — United Bank Limited (June 2023 – July 2023)

- Assisted in customer account documentation and KYC verification.
- Managed ATM and chequebook records under supervision.
- Handled customer inquiries and escalated complex issues.
- Prepared reports and documents for branch management.
- Guided customers in filling out deposit slips and cheques..

Home Tutor (2021– August 2025)

- Developed creative lesson plans and improved student performance.
- Provide personalized tutoring to students in various subjects.
- Help students understand concepts and improve academic performance.
- Prepare lesson plans and study materials based on individual needs.

Community Work — Cantonment General Hospital (April 2024)

- Gained understanding of hospital operations and assisted visitors and patients.

SKILLS

- Banking operations & customer service
- HR support & record management
- MS Office proficiency
- Strong communication skills