

Vaniza Yousaf

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Contact

Phone

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Email

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Address

Rawalpindi, Punjab, Pakistan

Education

2022

M.com~3.86 cgpa

National University of Modern
Languages, Islamabad
2018

B.com~1st division

Future Degree college, Satellitown Rwp

Expertise

- MS Office
- MS Excel
- Quick Book
- ERP
- Bookkeeping
- Make General ledger and Financial statements

Language

English

Urdu

Experience

○ Feb 2025 - July 2025

MUSLIM COMMERCIAL BANK LTD (MCB), Rwp

TBO-Trainee Business Officer

- I worked as a Uso.
- Handling Cash deposits & withdrawal, Utility bills Atm replenishment.
- Cheque inward and outward clearing.
- RTGS.
- Fund Transfers.
- Customer Handling.

○ July 2023- Sep 2024

Hyper Future, I-9/3, St#5 , Islamabad

E-commerce Sales Specialist

- Manage Ali-Express stores through ERP website and PP browser
 - Handle store products, ranking, daily sales, and store condition
 - Perform daily checks and balances
 - Publish ranking products daily
- Key Tasks:
- Analyze product keywords, attributes, and ranking
 - Publish products on Ali-Express using data from other platforms

○ June 2022-June 2023

**Women Development & Welfare Centre,
Naz Cenima, Rawalpindi**

Accountant

- Managed accounts, cashbook, and bookkeeping
- Handled miscellaneous amount receipts, expenses, and revenue
- Prepared fee vouchers, admission forms, and employee salary records
- Maintained software for issuing vouchers and fee records

Major Projects Work

Report and Survey on Bata

Marketing Management

Final Year Project

Hygienic Box

Horizontal/Vertical analysis

Yousaf Weaving Mills LTD

Research Work

Impact of knowledge management on
business organization.