

HADIA AAMIR

EMAIL: hadiaaamir10@gmail.com

CONTACT: 0332-8933735

SUMMARY

Business Administration graduate with internship experience in finance, admissions, and event management, seeking an entry-level role in accounting, finance, or HR to apply analytical, organizational, and problem-solving skills.

EDUCATION

2021-2025 Bachelor of Science in Business Administration

Quaid-I-Azam University, Islamabad

CGPA: 3.7/4

2018 – 2020 Higher Secondary Education

Punjab College for Women, F-828 S/Town, Rawalpindi

Percentage: 73%

2017-2018 Secondary Education

Sir Syed Public School for Girls, Tipu Road, Rawalpindi

Percentage: 90%

WORK EXPERIENCE

Present 2025 Intern

Riphah International University, Islamabad

Department: Admission Office

- Assisted prospective students with career counseling and admission guidance.
- Managed applicant queries and followed up via calls and emails.
- Supported admission processing by maintaining records and coordinating entry tests/interviews.
- Handled applicant fee processing and record management.

2023-2024 Social Media Marketing

Shared Affairs

- Created engaging social media posts and promotional videos using **Canva** and **MS PowerPoint**.
- Managed and uploaded content across platforms including **Facebook, Instagram, LinkedIn, and Twitter**, increasing brand visibility.

- Assisted in developing digital marketing strategies to enhance audience engagement.

July – September 2023 Intern

Oil & Gas Development Company Limited (OGDCL), Islamabad
Department: Finance & Accounts

- Assisted in tax compliance, joint venture reconciliations, and financial documentation.
- Supported billing, collections, and vendor payments.
- Gained exposure to banking operations, imports, and payables.

CO-CURRICULAR ACTIVITIES

- Organized Finance Guru Quiz Competition (2023), enhancing financial literacy for 100+ students.
- Participated in HEC-funded field research on road safety (GCF-744) at Quaid-i-Azam University, contributing to survey data and research insights.

PROJECTS

- Conducted a 10-year financial ratio analysis of Pakistan's cement sector, identifying profitability and liquidity trends.
- Developed a business plan for *Kaarigari*, a tailoring services app, including market analysis, pricing strategy, and feasibility study.

SKILLS AND EXPERTISE

- **Technical:** MS Excel (Pivot Tables, VLOOKUP), MS Word, PowerPoint.
- **Finance & Accounting:** Ratio analysis, bookkeeping, financial reporting.
- **Soft Skills:** Leadership, teamwork, communication, problem-solving.