



About Me

I hold a Master's degree with an academic background in Commerce and Management Sciences, complemented by courses in Information Technology and Office Automation. I possess strong management, problem-solving, and communication skills, along with excellent proficiency in Microsoft Office, particularly Excel. My ability to adapt quickly, build client relationships, and contribute to business success makes me a valuable asset to any organization.

Contact

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Personal Information

Father name: Khalil Ahmed

Date of birth: 11-02-2000

CNIC NO:13302-9901852-6

Nationality:Pakistani

Domicile : KPK

Religion:Islam

Gander:Female

Marital Status:Single

Skills

- Microsoft Office
- Communication skills
- Time management Skills
- Believe in teamwork
- Always try to learn from previous mistakes
- Hardworking

Rafia Awan



Education

(2025)

**COMSATS UNIVERSITY, ISLAMABAD
(WAH CAMPUS)**

MS (Management Sciences) CGPA 3.16

(2021)

**THE NATIONAL UNIVERSITY OF MODERN
LANGUAGES (NUML)**

M.Com (Commerce) CGPA 3.02

(2018)

UNIVERSITY OF PUNJAB

B. Com (Commerce) 60%

(2016)

FEDERAL BISE ISLAMABAD)

I. Com (Commerce) 61%

(2014)

FEDERAL BISE ISLAMABAD)

Matriculation(Science) 60%



Diploma/Courses

- **INFORMATION TECHNOLOGY
PSETA** (01-year)
- **OFFICE AUTOMATION COURSE
POF WAH CANTT** (06-months)
- **PARTICIPATION IN MARKETING
EVENTS HELD IN THE UNIVERSITY.**



Experience

INTERNSHIP AT ASKARI BANK

I completed a one-month internship at Askari Bank, HIT Taxila Cantt, where I gained practical experience in banking operations and customer service. This opportunity enhanced my understanding of financial systems and improved my professional communication skills.