

AIZA SHAHID

Rawalpindi, Pakistan

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Professional Summary

Motivated and detail-oriented commerce undergraduate with a strong interest in finance, entrepreneurship, and education. Known for being adaptable, resourceful, and proactive in both independent and collaborative work environments. Possesses solid experience in teaching, project planning, and communication, with a proven ability to manage responsibilities efficiently while continuously learning and growing.

Education

Bachelor of Science in Commerce (2021 – 2025)

Fatima Jinnah Women University, Rawalpindi

GPA of 8 semester 3.26

CGPA 2.86

Intermediate in Commerce (I.Com) (2018 –

2020) Punjab Group of Colleges, Rawalpindi

Matriculation – Computer Science (2016 – 2018)

Barkat Ali Model School, Rawalpindi

Experience

Subject Teacher | Oriental School, Rawalpindi (1 Year)

- Taught commerce-related subjects to middle and high school students.
- Encouraged critical thinking and student engagement through interactive teaching methods.

Private Home Tutor (4 Years)

- Provided one-on-one academic support in commerce and business studies. - Helped students improve their academic performance through customized learning plans.

Certifications

Bookkeeping Basics – Coursera

(Fundamentals of financial record-keeping and bookkeeping tools)

Key Projects & Achievements

- Entrepreneurship Workshop: Developed skills in business planning, marketing, and budgeting.

- Islamic Banking Seminar: Gained practical insight into Sharia-compliant finance and banking practices.
- E-commerce Startup Challenge: Awarded for presenting a creative and sustainable online business model.
- Publication: *Business Ideas Book*: Authored and distributed to Fatima Jinnah and Arid Agriculture Universities.
- Community Service Volunteer: Supported educational initiatives at Govt. Pak Islamia School, Affandi Colony.

Skills

Business & Finance Tools: QuickBooks, MS Excel

Office Tools: MS Word, PowerPoint

Soft Skills: Time Management, Verbal & Written Communication

Technical Skills: Financial Planning, Project Management, Document Review

Strong Work Ethic | Team Collaboration | Deadline-Oriented

Languages

Urdu: Native

English: Fluent