

AREEBA AKBAR

Finance

About Me

Motivated and detail-oriented individual with a foundation in finance, banking, and client communication. Skilled in data handling, teamwork, and customer service, with practical experience in banking operations and telemarketing.



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Rawalpindi, Pakistan

Language

- English
- Urdu
- Punjabi

Expertise

- MS Word
- Power Point
- Excel
- SPSS Software
- Power BI
- Mini Tab
- Problem
- Solving
- Adaptability

Experience

Internship — Askari Bank, CBK

- Gained hands-on experience in daily banking operations including account opening, customer service, and transaction processing.
- Assisted in maintaining customer records and ensuring compliance with bank policies and regulatory requirements.
- Supported front-desk staff in handling inquiries, filing, and managing internal documentation.
- Enhanced communication and organizational skills through client interaction and teamwork.

Telemarketing Trainee — US Green Solution

- Made outbound calls to U.S. homeowners, followed a solar script, and recorded customer details

Education

FJWU, Rawalpindi

Bachelor of Business Administration - Finance
2025

Govt College for Women, Manghot

ICS
2021

Govt Girls High School, Bhall

Matric in Science
2019