

PERSONAL INFORMATION

Satwat Jabeen

Permanent Address: Peshawar Road Rawalpindi Pakistan

Email id: satwatjabeen07@gmail.com

Contact No: 03476494546

Sex Female | Date of birth 15/01/1995 | Nationality Pakistani

Experience

- 1:** Worked at **Askri Bank Limited** from 2022 to 05-05-2023.
As a **Trainee at Askri Bank**, I assist in daily banking operations, learn and apply fundamental banking concepts, and support multiple departments to enhance operational efficiency.
- 2:** Working as an **Admission Officer at Career Advisers (Consultancy firm)** from 05-05-2023 to till now.
As an **Admissions Officer**, I am responsible for evaluating student applications, conducting candidate interviews, and making informed admissions decisions to ensure the efficient management of the institution’s recruitment and enrollment processes.

EDUCATION AND TRAINING

09/2019-12/2022

MBA(Finance)

TOTAL CGPA	OBTAINED CGPA	MARKS PERCENTAGE	BOARD GRADE	INSTITUTIONAL GRADE
4.00	3.01	71%	B	B
International Islamic University Islamabad				

06/2012-07/2014

Bachelor

TOTAL Marks	OBTAINED Marks	MARKS PERCENTAGE	BOARD GRADE	INSTITUTIONAL GRADE
1400	751	54%	B	B
Muzaffarabad University				

12/2010-12/2012

Intermediate

TOTAL MARKS	OBTAINED MARKS	MARKS PERCENTAGE	BOARD GRADE	INSTITUTIONAL GRADE
1050	535	50%	A	A
Board of Intermediate and Secondary Education Mirpur				

02/2008-12/2010

Matric

TOTAL MARKS	OBTAINED MARKS	MARKS PERCENTAGE	BOARD GRADE	INSTITUTIONAL GRADE
1050	525	50%	C	C
Board of Intermediate and Secondary Education Mirpur				

PERSONAL SKILLS

Mother tongue(s)	Urdu
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Communication skills I've a speaker profile including technical sessions in my university as well as in other top ranking universities of Pakistan

- Other Skills**
- MS Word
 - MS Excel
 - MS Power point
 - Google Sheets
 - Problem Solving
 - Decision making
 - Leadership
 - Critical Thinking

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user