

BUSINESS ADMINISTRATION

Motivated BBA (Finance) graduate from Bahria University with hands-on internship experience in the finance department of an IT solutions company. Experienced in financial data entry, invoice preparation, basic payroll calculations, expense tracking, and record keeping, with proficiency in Microsoft Office tools. Familiar with Zoho Inventory and CRM systems and comfortable working in team-based environments. A quick learner with strong communication skills, seeking entry-level opportunities in finance or accounting to gain practical experience and contribute to efficient financial operations.

Education

BBA - Bahria University Islamabad March 2022 - January 2026

Finance Major

3.19 CGPA

HSSC - Hamza Army Public College Rawalpindi July 2017 - April 2019

Pre-Engineering

SSC - Hamza Army Public College Rawalpindi July 2015 - April 2017

Computer Science

Professional Experience

Intern - Triflux Private Limited 22nd July 2025 - 2nd September 2025 (6 weeks)

- Assisted in processing financial data to ensure accurate record keeping in line with internal reporting requirements.
- Supported account reconciliation activities by checking invoices, expense records, and statements to identify and report discrepancies.
- Helped compile monthly expense data and prepare basic reports for review by the finance team.
- Maintained organized financial records to support audit preparation and internal reviews.
- Assisted in tracking expenses and verifying supporting documents to improve accuracy in financial records.

Certifications

- OAIA (Otermans Institute) Certifications
 - Presentation Skills
 - Critical Thinking
 - Self-Awareness & Wellbeing
 - Communication Skills
 - Time Management
 - Leadership Skills
 - Problem solving skills

SKILLS

- Proficient in Microsoft suite (MS word, MS Excel, MS PowerPoint)MS Excel, MS PowerPoint, MS Word
- Financial data entry and record keeping
- Invoice preparation and verification
- Basic salary and payroll calculations
- Expense tracking and reconciliation
- Zoho softwares(Inventory Management, CRM)
- Team player with a proactive and positive attitude