

Maria Zohaib

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PERSONAL SUMMARY:

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SCHOLASTICS

MPA - (Masters in Professional Accounting), Holmes Institute of Management Sciences, Melbourne, Australia.

MBA - (Majors: Finance), Foundation University Institute of Engineering & Management Sciences, New Lalazar, Rawalpindi, Pakistan. **CGPA: 3.95**

BBA - Hons (Majors: Finance), Foundation University Institute of Engineering & Management Sciences, New Lalazar, Rawalpindi, Pakistan. **CGPA: 3.81**

HSSC (Pre-Medical), Army Public School & College, Humayun Road, Rawalpindi, Pakistan.

SSC (Science), Army Public School & College, Humayun Road, Rawalpindi, Pakistan.

ACADEMIC ACHIVEMENTS:

- Gold Medal In Master in Business Administration
- Merit Certificate in MBA
- Merit Certificate in BBA (Hons)

PROFESSIONAL EXPERIENCE:

- **Public Relation Officer : Sapient Hall School System** (2024-present)
- **Public Relation Coordinator : APS School**

- (2020-2023)
 - Providing guidance and resources on every aspect company policies and procedures.
 - Liaison between parents and staff.
 - School and office related inquiries.
 - School admissions and process.
 - Sectarian duties to the Principal.
 - Employee recruitment and interviews.
 - Working on job listings to recruit new employees.
 - Compensation questions and updates.

- **JERGAN's Bakery Australia**

- Designation: **HR INTERN**
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- Post new positions on websites and job boards
- Assist with screening resumes and applications
- Send offer and regret letters
- Coordinate interviews
- Collect and update our database with new hire information (e.g. employment forms and contact information)
- Maintain payroll data including leaves, working hours, and bank accounts
- Proofread HR documents
- Help prepare Word, PowerPoint, and Excel documents
- Track progress, priorities, and deadlines of various projects
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- **FORTUNE DEVELOPERS PAKISTAN**

Designation: **Account Officer**

September 2011 - January 25, 2014.

- **Key responsibilities:**
 - Account statement reconciliations
 - Check runs
 - Accounts receivable transactions
 - Fixed asset activity

- Payroll,
- Accounts payable transactions
- Debt activity
- Recording of revenue and expenses.
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- **ASKARI BANK PAKISTAN**

Jun 2009 – Aug 2009 Internship at **Askari Bank**, Adiala Branch, Rawalpindi.

Key responsibilities:

- Assist Supervisor in the day-to-day running of the Accounts Office.
- Helping the Assistant Accountant to maintain records of invoices and creditors' payments and also in the preparation of accounts payable, invoices and purchase orders, and petty cash and payroll calculation.
- Processing cheques, maintain filing and invoice monitoring systems, and audit petty cash envelopes – as well as carrying out other duties assigned by the Manager.
- Assist Customer Services Officer in dealing with clients regarding Account Opening and other queries.

Graduate Teacher Assistant: Accounting

Holmes College:

- Conducted deep research into 5 unique project topics as directed by professors.
- Graded papers for one year, approximately 200 papers graded.
- Performed regular data entry tasks on student project grades.
- Provided lecture and guidance to 50+ international students, in Cost accounting and Management Accounting.
- **Volunteer Work at University.**
- Coordinated and led different Cultural diversity seminars for International Students
- Leading and organising team skills: Helping member in organizing different Event and leading them. (EID day Celebrations) etc.

PUBLICATION:

Technical Efficiency of Islamic and Commercial Banks: Evidence from Pakistan Using DEA Model (2007-2011)

IOSR Journal of Business and Management (IOSR-JBM)

OTHER EXPERIENCES:

- 3rd Round winner at IBA INVENT 2012.
- Arranged Marketing Seminar at PC Rawalpindi.
- Attended Seminar on Analytical Skill building
- Wrote a thesis on CAPM (Capital Asset Pricing Model)
- Attended the video conference of Philip kotler
- Organized the university magazine "Fueims Voice"
- Participated in the minute maid creativity contest.
- Attended seminar on World Earth Day.

Short Courses and Diplomas

- Information Governance, Data Protection & GDPR module
- Fire Safety module!
- First Aid module
- Safeguarding Adults L1 & 2 (Adult Support & Protection) inc Preventing Radicalisation
- Mental Capacity
- Infection Prevention and Control (Level 2) module!
- Moving and Handling Theory module!
- Working With People Who Self-harm module!
- Health, Safety and Welfare (inc COSHH & RIDDOR) module!
- Basic Life Support (Theory) module!

UNDERTAKEN PROJECTS

- Actively organized "2nd Marketing Seminar" on behalf of FUIEMS in PC, Rawalpindi.
- Semi-Finalist position in the "Invent-The Entrepreneurial Challenge 2012" organized by IBA, Karachi.
- Research: "DEA Efficiency Analysis of Islamic and Commercial Banks".
- Degree Project (BBA): "Capital Asset Pricing Model (CAPM) As Predictor Of Stock Market".
- Presented Research on "Impact of Celebrity Endorsement on Brand Image" in Pakistani Market, In Marketing Seminar conducted in PC Rawalpindi.

SKILLS

- MS Office • SPSS, Eview • Report writing • Group work, Communication

COCURRICULAR

- Secretary of FUIEMS Magazine Society.
- Member of Sports Society.
- Active Member of Alumni Society at FUIEMS.

INDUSTRIAL VISITS:

Organizations: 1. Sitara Textile Mills, Faisalabad. 2. Boss Plastic Furniture, Gujranwala.

Key Learning: Enhanced the knowledge regarding the various process of manufacturing the products, working Environment & Safety policy of the company for its workers.

REFERENCES:

References will be furnished from both Private and Public sector upon request.