

JAVERIA MAHNOOR

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SUMMARY

I am a dedicated and results-driven graduate with a Bachelor's degree in Administrative Sciences, and Master's in Business Administration. Throughout my studies, I developed knowledge in areas such as human resource management, Public Administration, and Financial Management. I have strong analytical and Problem-Solving skills, allowing me to access complex situations.

I am eager to apply my knowledge and skills in a professional environment where I can contribute to operational excellence, process improvement, and team collaboration while continuing to develop my knowledge.

WORK EXPERIENCE

District Accounts Office Jhelum

(august 23 - sep 23)

- During my Internship, I gained hands-on experience in financial management, Public sector accounting and administrative operations. I assisted in processing financial transactions, maintaining records, and ensuring compliance with government regulations. I also work with budgeting and auditing procedures, enhancing my analytical and problem-solving skills.

Home Tutition

- Providing personalized instruction and guidance to enhance academic performance and understanding. Proven track record of improving student grades and receiving positive feedback.

EDUCATION

Riphah International University Islamabad (MBA)

(2024 - 2025)

MBA graduate from Riphah University with expertise in business strategy, Finance, and Management. Proven Leadership and Problem-Solving skills. Committed to driving business growth and excellence through informed decision-making.

University of the Punjab (BS in Administrative Sciences)

(2020 - 2024)

Throughout my academic journey at PUJC, I gained a comprehensive understanding of various aspects related to management sciences and finance.

M.A Jinnah Degree College Jhelum

(2018 - 2020)

I pursued a degree in information and technology to develop a comprehensive understanding of the theory and Application of computer system and software.

Govt Girls High School Kala Gujran Jhelum

(2016 - 2018)

I pursued science as my field of study, which provide me strong foundation in fundamental concepts related to physics, chemistry and Biology. My education in science enhanced my Problem-Solving abilities and critical thinking skills making me meticulous and analytical individual.

ADDITIONAL INFORMATION

- **Team Work**
- **Leadership**
- **Coaching**
- **Risk and Compliance**
- **Languages:** English, Urdu