

SHAISTA

MBA FINANCE

CONTACT ME

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EDUCATION

MBA Finance

UAJK Muzaffarabad
2018-2022

B.COM

UAJK Muzaffarabad
2015-2017

I.COM

The Best College
2013-2015

SKILLS

- Management Skills
- Multitasking Ability
- Negotiation
- Critical Thinking
- Communication Skills
- Process Flows

ABOUT ME

Motivated MBA Finance graduate with administration experience seeking a challenging role in the banking sector or within an organization where I can utilize my skills and contribute to operational efficiency and excellence.

WORK EXPERIENCE

The Citizen Foundation (TCF)

2023-2026

Principle/Administration Head

- Spearheaded administrative operations for a school operated by an NGO, ensuring smooth functioning of day-to-day activities.
- Implemented policies and procedures to enhance efficiency and maintain compliance with regulatory standards.
- Collaborated with staff and stakeholders to develop and execute strategic plans for school improvement and growth.

The Mentors School

2021-2023

Administration Assistant

- Provided administrative support to the management team, handling tasks such as scheduling appointments, managing correspondence, and maintaining records.
- Assisted in organizing events and meetings, ensuring all logistics were coordinated effectively.
- Managed office supplies and equipment, optimizing procurement processes to reduce costs.

REFERENCES

Faiza Aslam

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Mansoor

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