

AREEBA AKBAR

Finance

About Me

Motivated individual with strong communication skills and practical internship experience, seeking an opportunity to learn and contribute in a professional work environment.



+92 314 5708001



areebaakbar9876@gmail.com



Rawalpindi, Pakistan

Language

- English
- Urdu
- Punjabi

Expertise

- MS Excel
- MS Word
- Power Point
- QuickBooks
- Power BI
- SPSS
- Management Skills
- Adaptability

Experience

Teacher

Dar-e-Arqam Schools

April 2026 – Present

- Deliver lessons and manage classroom activities.
- Maintain student attendance and academic records.
- Assess student performance and provide feedback.
- Communicate with parents and school administration.
- Develop classroom management, communication, and organizational skills.

Internship__ AKBL

- Gained hands-on experience in daily banking operations including account opening, customer service, and transaction processing.
- Assisted in maintaining customer records and ensuring compliance with bank policies and regulatory requirements.
- Supported front-desk staff in handling inquiries, filing, and managing internal documentation.
- Enhanced communication and organizational skills through client interaction and teamwork.

Education

FJWU, Rawalpindi

Bachelor of Business Management
2025

Govt college for Women, Rawalpindi

ICS

2021

Govt Gilrs High School, Rawalpindi

Computer Science

2019