

MISBAH MALIK

Finance Graduate | Research Presenter | Certified Tax Advisor

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Address: Islamabad, Pakistan

Summary

Highly motivated Finance graduate with internship experience in financial reporting, taxation, and corporate finance. Demonstrated leadership through organizing international conferences and serving as President of the Social Science Society. Skilled in Microsoft Excel, financial analysis, SPSS, SmartPLS, and quantitative research. Seeking an entry-level finance, banking, taxation, or research role where I can contribute analytical and problem-solving skills while continuing professional growth.

Experience:

1. Finance Internship

IESCO July–September 2023

Key Responsibilities

- Assisted in preparing financial reports and statements.
- Supported accounts payable and receivable processes.
- Worked across multiple finance sections to understand organizational financial operations.
- Conducted financial analysis using Microsoft Excel.
- Collaborated with finance staff on daily accounting activities.

2. Administrative Intern

Rawalpindi Women University (RWU) July–September 2025

Key Responsibilities

- Assisted the administrative department with daily office operations and record management.
- Prepared and organized official documents, reports, and correspondence.
- Maintained files and administrative records to ensure accurate documentation.
- Coordinated with faculty, staff, and students to support departmental activities.
- Assisted in organizing university events, meetings, and administrative tasks.
- Developed organizational, communication, and time-management skills in a professional work environment.

Qualification:

- **MASTERS IN MANAGEMENT SCIENCES (FINANCE) (2025 – PRESENT)**
EXPECTED GRADUATION: 2027
RAWALPINDI WOMEN UNIVERSITY
- **BACHELORS IN BUSINESS ADMINISTRATION (FINANCE) (2021-2025)**
CGPA : 3.26/04
RAWALPINDI WOMEN UNIVERSITY
- **FA HUMANITIES (2019-2021)**
PERCENTAGE 70.54/100
FBISC
- **MATRIC (2017-2019)**
PERCENTAGE 60.45/100
FBISC

RELEVANT COURSEWORK

- FINANCIAL MANAGEMENT
- CORPORATE FINANCE
- FINANCIAL ACCOUNTING
- COST ACCOUNTING
- INVESTMENT ANALYSIS
- RESEARCH METHODS

SKILLS

Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Canva
- Financial Statement Analysis
- Financial Reporting
- Budgeting
- Taxation
- Python
- SPSS
- SmartPLS
- Stata
- Research Methodology

Professional Skills

- Leadership
- Communication
- Teamwork
- Critical Thinking
- Problem Solving
- Time Management
- Adaptability

Research Publications & Conference Presentations

Conference Paper Presentation

Investigated how financial inclusion influences economic growth using quantitative research methods.

- Presented at the 4th International Conference on Contemporary World Challenges and Transformation, Rawalpindi Women University.
- Research abstract published in the official conference abstract book.

Conference Paper Presentation

The Impact of Artificial Intelligence on Environmental Performance using quantitative research methods.

- Presented at the NAMAL University Mianwali Conference.
- Research abstract published in the official conference abstract book.

CERTIFICATIONS

CERTIFIED TAX ADVISOR (CTA)

- Institute of Corporate & Taxation

Topics Covered

- Income Tax
- Sales Tax
- Tax Return Filing
- Tax Compliance

ACHIEVEMENT:

Leadership

- Elected President of the Social Science Society, leading student activities and coordinating society events. (2024-2025)
- Served as Vice President, supporting planning and execution of academic and extracurricular initiatives. (2023-2024)
- Served as a Council Member, contributing to student engagement and organizational decision-making. (2022-2023)

Conferences

- Presented research and served on the organizing committee for the 4th International Conference on Contemporary World Challenges and Transformation.
- Assisted in organizing the 3rd International Conference on Contemporary World Challenges and Transformation.
- Contributed to planning and coordination of RWU 1st IDEA FEST.
- Participated in RWU 1st IDEA FEST as an attendee.
- Supported the successful organization of RWU Rising Pakistan 3.0.

Recognition

- Received a Certificate of Appreciation from the RWU Business Department for contributions to academic and departmental activities.
- Received a Leadership Award in recognition of leadership and active participation.

Professional Development

- Participated in the Sustainable Development Goals (SDGs) and Sustainable Development Careers program to enhance knowledge of sustainability and career opportunities.