



Syeda Menal Fatima

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● ABOUT ME

A highly motivated and detail-oriented professional with a Master's degree in Accounting and Finance. Through my academic studies, I developed strong knowledge of financial accounting, management accounting, auditing, taxation, corporate finance, financial reporting, investment analysis, and business management. My education enhanced my analytical, numerical, and problem-solving abilities, enabling me to evaluate financial data, prepare reports, and support effective business decisions. I possess strong organizational and communication skills, with the ability to work accurately under pressure and meet deadlines. I am committed to maintaining professional standards and continuously improving my knowledge and expertise in the fields of accounting, finance, and business administration.

● EDUCATION AND TRAINING

17/06/2013 – 17/03/2015 Islamabad, Pakistan

MATRIC Sir Syed Public School

Completed Matriculation with Science, gaining a strong academic foundation in Physics, Chemistry, Biology, Mathematics, and General Science. This educational program developed my understanding of scientific concepts, analytical thinking, and problem-solving abilities. Through theoretical studies and practical learning, I acquired valuable knowledge of scientific methods, data interpretation, and logical reasoning. My studies also enhanced my communication, teamwork, and time-management skills while fostering a disciplined and goal-oriented approach to learning. This educational background provided a solid basis for pursuing higher education and developing professional competencies in various academic and career fields.

Field of study Science | **Final grade** A+

12/09/2016 – 09/12/2018 Rawalpindi , Pakistan

INTERMEDIATE BISE Rawalpindi

Completed Intermediate with Science subjects, gaining comprehensive knowledge in Physics, Chemistry, Mathematics, and related scientific disciplines. This educational program strengthened my analytical thinking, problem-solving abilities, and understanding of scientific principles and concepts. Through academic coursework and practical learning experiences, I developed the ability to interpret data, apply logical reasoning, and conduct systematic analysis. My studies also enhanced my communication, teamwork, and time-management skills while fostering a disciplined and research-oriented approach to learning. This academic background provided a strong foundation for higher education and professional growth in scientific, technical, and interdisciplinary fields.

Field of study Pre- Medical | **Final grade** A+

16/01/2018 – 15/06/2020 Rawalpindi , Pakistan

BACHELORS OF COMMERCE Riphah International University

Completed Bachelor of Commerce (B.Com), gaining a strong foundation in accounting, finance, business management, economics, taxation, auditing, and commercial law. The program provided comprehensive knowledge of business operations, financial reporting, and organizational management practices. Through academic coursework and practical assignments, I developed analytical, numerical, and problem-solving skills essential for evaluating financial information and supporting business decisions.

My studies enhanced my ability to prepare financial records, analyze business performance, manage accounting procedures, and understand economic trends affecting organizations. In addition, I strengthened my communication, teamwork, leadership, and time-management skills, enabling me to work effectively in professional business environments. This educational background prepared me for careers in accounting, finance, banking, administration, and other commerce-related fields.

Field of study Commerce | **Final grade** 3.4/4.00

Completed a Master's degree in Accounting and Finance, developing advanced knowledge of financial management, accounting principles, corporate finance, auditing, taxation, investment analysis, and financial reporting. The program provided an in-depth understanding of business operations, financial decision-making, risk management, and strategic planning. Through academic research, case studies, and analytical projects, I strengthened my ability to evaluate financial data, interpret complex information, and formulate effective business solutions.

My studies enhanced my analytical, quantitative, and problem-solving skills while improving my proficiency in financial analysis, budgeting, forecasting, and performance evaluation. I also developed strong communication, leadership, and organizational abilities, enabling me to work effectively in professional and team-oriented environments. This academic background has prepared me to contribute successfully in accounting, finance, banking, auditing, and business management roles while maintaining high standards of professionalism and ethical conduct.

Field of study Accounting and Finance

● **WORK EXPERIENCE**

SALES ASSOCIATES – HAYZEL TECHNOLOGIES – 16/10/2025 – Current – ISLAMABAD, PAKISTAN

Main Activities and Responsibilities :

Assisted customers by identifying their needs and recommending suitable products and services to ensure a positive shopping experience.

- Maintained strong customer relationships through professional communication and excellent customer service.
- Achieved sales targets by promoting products, explaining features and benefits, and applying effective sales techniques.
- Processed sales transactions accurately, handled cash and electronic payments, and maintained proper sales records.
- Managed product displays and merchandising to ensure an attractive and organized sales environment.
- Monitored inventory levels, restocked shelves, and reported stock shortages to management.
- Responded to customer inquiries, concerns, and complaints in a timely and professional manner.
- Assisted in preparing sales reports, tracking daily sales performance, and maintaining accurate documentation.
- Collaborated with team members to achieve departmental goals and improve overall customer satisfaction.
- Stayed informed about product knowledge, pricing updates, promotions, and company policies to provide accurate information to customers.
- Participated in marketing and promotional activities to increase sales and customer engagement.
- Maintained a clean, organized, and professional workplace while ensuring compliance with company standards and procedures.

● **SKILLS**

Professional Skills

Time Management and Organization | Problem-Solving and Decision-Making | Cash Handling and Transaction Processing | Financial Analysis and Reporting | Customer Relationship Management | Inventory and Stock Management | Communication and Interpersonal Skills | Accounting and Bookkeeping | Customer Service Excellence | Teamwork and Collaboration | Data Entry and Record Keeping | Business and Financial Administration | Sales and Negotiation Skills | Microsoft Office Suite (Excel, Word, PowerPoint) | Leadership and Team Coordination | Report Preparation and Documentation | Attention to Detail and Accuracy

● **CERTIFICATIONS**

British Council, 30/11/2025
IELTS Academic

Write here the description...

Mode of learning: Online

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user