

Sabeeha

Dedicated and motivated business administration student with a strong academic background and experience in business administration studies. Seeking opportunity position to apply theoretical knowledge in a real-world business environment and contribute to organizational long term success.



Education

- ❖ **Matric (2016)**
Science, Peshawar Model School Charsadda, Grades 1024/1100.
- ❖ **Intermediate (2018)**
FSC pre-medical, Jinnah College for women
University of Peshawar, Grades 955/1100.
- ❖ **Graduation (2020-24)**
Currently 8th semester, Institute of management
studies university of Peshawar, Grades 3.74/4

Academic Achievements

- ❖ Got 15th position in metric examination, Peshawar Board
- ❖ Currently 4th in graduation batch

Experience

Internship at university of Peshawar administration financial aid office March 2023 to June 2023

- ❖ During my internship at the University Financial Aid Office, I actively collaborated with the team to oversee and manage student financial aid applications. My responsibilities included ensuring the accurate and timely filing of applications and providing responsive support to students and guardians, both through phone communications and in-person interactions. Additionally, I played a key role in various administrative tasks, showcasing my strong teamwork and organizational skills.

Interest and hobbies

- ❖ Cooking
- ❖ Makeup artist
- ❖ Hiking and traveling

Contact

📍 Gulbahar Colony #2,
Mardan road Charsadda
Kyberpakhtunkhwa

📞 03315156337

✉ Saba90159@gmail.com

Skills & characteristic

- MS office
- Quick book
- Strong communication skill
- Leadership qualities
- Ability to work in collaboration with team
- Ability to resolve conflicts in organization
- Time management
- Strong customer service skill

languages

Pashto
Urdu
English