

WARDA JAVED

📍 674/675 E Block, Gulshan-e-Ravi, Lahore.
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WORK EXPERIENCE

National university of Modern Languages

February 2023 onwards

Lecturer

- Working at NUML in management sciences department as a finance lecturer.
- Teaching Corporate Finance, Financial Management, Micro-economics and Leadership & Organizational Behavior.

Zameen.com

September 2022 – October 2022

Finance Executive

- Assisted in maintaining financial records.
- Duties included payment verification, monitoring transactions and data entry in online accounting software.

Care Foundation

July 2016

Internship

- Worked as internee for teaching training program.
- Went with a team of 3 members to train the teachers of the allocated school.

Shaukat Khanum Memorial Cancer Hospital

May 2016 – July 2016

Community Service

- Worked as a volunteer in the marketing department of the hospital.
- Provided services with a team of 8 members in the internal affairs of the department as a telecommunicator.
- Provided services with the team of 20 members in the external affairs of the department by raising awareness and collecting donations.

EDUCATION

Government College University, Lahore

2021

MS Banking and Financial Economics

Kinnaird College for Women

2019

B.Sc. (Hons) Accounting and Finance

Kinnaird College for Women

2015

I.Com

BISE Lahore

2013

Matric (Science)

SKILLS

- MS Word
- MS Excel
- MS PowerPoint

ADDITIONAL CERTIFICATIONS

- Worked for Active Citizenship Program organized by British Council.
- Appeared for SAT in 2015.
- Enrolled as a senior guide in Girls Guide Association Punjab.
- Participated as a volunteer in Polo in Pink event by Shaukat Khanum Hospital in 2017.
- Participated in the annual tutorial of Kinnaird French Club 2017.
- Participated in the annual tutorial of Kinnaird Urdu Club 2017.
- Participated in the annual tutorial Kinnaird Literacy Society 2017.
- Participated in the annual tutorial of Kinnaird Rangers Society 2017.
- Participated in the annual tutorial of Kinnaird International Relations Club 2017.
- Participated in the annual tutorial of Kinnaird Literacy Society 2016.
- Participated as a volunteer in Auto Wheel Show 2016 by Shaukat Khanum Hospital.
- Worked as an ambassador in Fast Literary Festival 2016.
- Participated in Essay Writing Competition in Fast Literary Festival 2016.
- Participated in Kinnaird College Inter-Semester Drama Fest 2016.
- Participated in Kinnaird Business Week 2016.
- Participated as a volunteer in Polo in Pink (2015) organized by Shaukat Khanum Hospital.
- Attended Youth Summit 2015 by Kinnaird Entrepreneurial Club.
- Got 2nd position in Kinnaird Urdu Magazine Writing Competition 2014.