

# Anees Fatima

Business Graduate

I'm a self-motivated and goal-oriented person who can work independently or in a team to complete assigned tasks. I have the capability of learning new skills in a short time. My objective is to be part of an organization where my educational background and personal attributes can be utilized optimally for the benefit of the organization.

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DG Khan, Pakistan

## EDUCATION

### Bachelor of Business Administration

Namal University, Mianwali

11/2021 - Present

### ICS

Daanish School DGK

07/2019 - 07/2021

## WORK EXPERIENCE

### HR Intern

Toyota D.G.Khan Motors

07/2024 - 09/2024

Achievements/Tasks

- **Recruitment Assistance:** I assisted in screening resumes, shortlisting candidates, and coordinating interview schedules. Additionally, I maintained candidate databases and prepared interview assessment sheets to support the recruitment process.
- **HR Documentation:** I helped update employee records and kept all HR documents properly filed and organized for easy use.
- **Employee Engagement Activities:** I helped plan employee engagement events like birthday celebrations and cultural days. I also assisted in creating satisfaction surveys and supported wellness and recognition program

### Event management Head

Namal Character Building Society (2021)

Achievements/Tasks

- I organized and executed events like the Leadership Development Workshop and Motivational Talk Series, handling whole event for ensuring smooth event flow from planning to execution.

### Coordinator

Namal Sports and Adventures Society

2023 - Present

Achievements/Tasks

- **Coordinator:** I coordinated and organized various sports activities, including cricket matches, badminton tournaments, and adventure events, ensuring smooth execution and promoting teamwork among participants
- **General Body:** This experience developed an opportunity how to handle and manage the team and coordinate with the whole team and solve the problems of them.

## SKILLS

MS Office

Financial Modelling

Leadership

Interpersonal Skills

STATA

SPSS

Management

## PROJECTS

Final Year Project :Impact of Islamic Financial Literacy on the Growth and Performance of Islamic Banking in Pakistan (09/2024 - Present)

- In this research project, we first checked the **Islamic financial literacy** of current customers of Islamic banking. Then we analyzed its impact on the **growth** of Islamic banking. After that, we examined its impact on the **performance** of Islamic banking. In the end, we gave recommendations based on the findings, explaining what is the impact of Islamic financial literacy on the growth and performance of Islamic banking and what steps should be taken to improve it further.

Portfolio Creation and Risk Analysis-Hong Kong Stock Exchange (10/2024 - 12/2024)

- (10/2024 - 12/2024) Built a diversified HKSE portfolio using fundamental analysis; analyzed risk and return via Monte Carlo simulation.

## CERTIFICATES

Namal Agribusiness Forum(2022, 2023, 2024)

Soft Skills Development Training Program  
(03/2023 - 03/2023)

10th ICIBM (05/2025)

## LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Seraiki

Native or Bilingual Proficiency

## INTERESTS

Sports

Cooking