



# Wajeeha Sheereen

**Address:** House No. 1532, Kiri Dawood Khan Outside Pak Gate Multan

**Phone:** +92 336 6251333

**E-mail:** wajeehasheereen587@gmail.com

## SELF EVALUATION

Hardworking and passionate job seeker eager to obtain a position that will utilize my strong dedication to my field. Organized and dependable candidate at managing multiple priorities with a positive attitude. Ready to help team achieve company goals.

## SKILLS

- MS Office
- Data processing
- Written Communication
- Posting Ledger and journal entries

## SOFTWARES

- Cranium
- Peachtree Accounting
- Eviews

## INTERESTS

- Movies
- Painting and Sketching
- Listening Music
- Browsing
- Pets and Birds

## LANGUAGES

- Saraiki
- English
- Punjabi

## EDUCATION

2021	M. Phil (Commerce)	B.Z.U Multan.
2018	M. Sc (Accounting & Finance)	B.Z.U Multan
2016	B. Com	B.Z.U Multan
2014	F.Sc (Pre Engineering)	Equivalent to A-Levels
2012	Metric (Science Group)	Equivalent to O-Levels

## WORK HISTORY

**August, 2018**

**Volka Foods International Multan**

**Industrial Visit**

- Completed a structured interview project based on Implementation of TQM Principles in Volka Foods International.

**May, 2017 to July, 2017**

**Internship in Maqbool Textile Mills**

**Accounts Assistant**

- Used accounting software for posting general entries.
- Reported financial data and updated financial records in ledgers.
- Organized data into multiple spreadsheets to streamline data.
- Applied and checked proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Checking and verifying documents such as invoices, journal vouchers, and statements.

## CERTIFICATIONS

**May, 2020**

**Diploma in Information Technology (DIT)**

**COTHM Multan**

- Web Development
- Graphic Designing
- Coreldraw Software
- Dreamwaver Software

**Apr, 2022**

**Online Workshop on Panel Data Analysis**

- Eviews Software
- Pooled OLS
- Descriptive Statistics
- Fixed and Random Effect Model