

ZAINAB AMEEN

ACCOUNTS & DATA MANAGEMENT

Experienced Accounts and Data Management Specialist with a proven track record in optimizing financial operations, ensuring data accuracy, and delivering insightful analytical reports to support strategic decision-making

SKILLS

- Financial Analysis and Reporting
- Data Accuracy and Integrity
- Advanced Excel for Financial Modeling and Data
- Proficient in Microsoft Word for Document Preparation and Reporting

EDUCATION

MATRIC

Bio Science| 2013 - 2015

INTERMEDIATE (COMMERCE)

Jiannah Degree College 2015 - 2017

BACHELOR OF COMMERCE

Punjab College 2017 - 2019

MSC (MASS COMMUNICATION)

NUML University 2020-2022

EXPERIENCE

DATA MANAGEMENT

NGO TOGETHER 2022-2023

Managed comprehensive donor database, ensuring accuracy and confidentiality of records while streamlining data entry processes. Generated detailed reports to support fundraising strategies and donor engagement initiatives

INTERNSHIP

Pak-China Corporation

During my internship at Pak-China Corporation, I focused on mastering financial data management, collaborating to streamline processes and support strategic learning initiatives

CONTACT

zainabamin604@gmail.com
03096617219
House no 93-A new chauburji park
Lahore