**Hafsa Shahid Khan**

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**Education**

* Doing Bachelors of Business Administration from IBA, Karachi **2020 – 2024**
* Completed A levels from Cordoba School For A levels with 3 subjects: **2017 – 2019**
1. Accounts, Urdu
2. Business Studies
* Completed O levels as a Private Candidate **2015 – 2017**

A – Urdu, Islamiat, Accounts, Business Studies, Economics, Maths

B -- Pakistan Studies, English

**Work Experience**

**Assistant Mentor**

**IBA VTI-Aman Personal and Professional Development Program June 2021 – Present**

* Managed a class of 20 students on how to design and execute raw ideas and passions into realistic Businesses.
* Solved problems and performed root cause analysis to encourage young women to earn with minimal investments.
* 25% of the cluster group successfully started their businesses ensured great return.
* Create presentations, maintain excel sheet and wrote case studies on the students and their behavior towards their passion.

**Tutor**

**Private June 2017- Present**

* Prepare students for IBA’s aptitude test
* Teach O level Accounting, Business and Economics and A level Urdu
* Create worksheets and mock exams to ensure practice and improve the student’s time management and grade.
* Praise for the ability to break down problems and clearly communicate concepts

**Academic and Content Creator**

**Freelancing March 2019- Jan 2021**

* Produced O level Accounting notes for O/A level Academy: <https://www.olevelacademy.com/Lessons/olevel/7707>
* Wrote interactive blogs and website articles as a freelancer

**Extra curriculars and Interests:**

* Volunteer at Cordoba Accounting Contest 3.0 and 4.0
* Director Logistics at a Fund-Raising Concert
* Volunteer at Bridge School

**Skills**

* Communication and Relationship Building
* Strong grip on the use of MS Word, and Canva
* Effective Team Management
* Avid Problem-Solving Attitude