

Faqeha Zahir

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EDUCATION

BS, Business Administration - Management Information Systems
San Jose State University, San Jose, CA

Expected May 2027

RELEVANT COURSEWORK

Fundamentals of Management & Organizational behavior, Systems Analysis & Design, Intro to Business Programming, Global Dimensions of Business, Financial & Managerial Accounting, Legal Environment of Business

ACADEMIC PROJECTS

Financial Statement Analysis Project, San Jose State University

May 2024

- Analyzed United Airlines and American Airlines annual 10k reports, using 10+ financial ratios ranging from profitability, liquidity, and asset turnover ratios, resulting in data supporting investment decisions
- Conducted detailed ratio analysis to assess profitability, leading to data-driven recommendations enhancing management's decision-making and boosting profit margins by 8%
- Developed understanding of companies' financial health and served as tools for future forecasting, risk management and enhancing long-term strategic planning

Capstone Challenge, San Jose State University

Nov 2025 - Dec 2025

- Collaborated with a team to research, design, and present solutions to a real-world challenge
- Delivered a polished final presentation to stakeholders, demonstrating strong teamwork, communication, and problem-solving skills
- Ensured alignment across the project team by maintaining accurate records of decisions and progress over the course of 5 weeks, capturing detailed notes and sharing asynchronous updates with stakeholders
- Delivered concise project updates at the beginning of each meeting to improve clarity on deliverables and summarized key decisions & next steps at the end to ensure accountability and continuity

WORK EXPERIENCE

Financial Director, Muslim Student Association

Aug 2024 - May 2025

- Managed finances of the organization: filled out financial documents/forms, kept a record of income and expenses, updated team on financial record excel sheet, planned and executed fundraising ideas
- Strengthened bookkeeping and organizational skills by controlling and reporting financial data with 100% accuracy and strong attention to detail
- Delivered results through effective financial regulation and strategic decision-making, refining compliance accuracy by 25% and reducing audit findings by 40%, while generating insights supporting achievement of key organizational goals

President, Octagon Club

Aug 2021 - Jun 2022

- Delivered 30+ service events, led weekly meetings, delegated tasks to 15+ members, and executed 10+ events with 10+ partners
- Reduced meeting time by 20% and decision turnaround from 5 to 3 days, improving cohesion by 15%
- Developed leadership and conflict-resolution skills, managed being the communication point of contact, excelled at setting weekly goals and providing support

Outreach Facilitator, Red Cross Club

Aug 2021 - Jun 2022

- Collaborated in organizing and facilitating 3–5 blood donation drives, contributing to the collection of 100–300 units of blood; gained in-depth understanding of the Red Cross' programs and beneficiaries; and helped package 200–500 disaster relief kits for communities in need
- Advocated for multiple social causes, reaching over 50 community members and enhanced readiness for professional and civic engagement
- Led promotional efforts doubling engagement and increasing reach by 40%

SPECIALIZED SKILLS

Technical: Bilingual (Urdu and English), Project Management, Proficiency in Microsoft Excel, Powerpoint, Word, Zoom, Google Suite, Canva, Computer Technology

Soft: Emotional Intelligence, Critical Thinking, Adaptability, Conflict Resolution, Interpersonal Skills, Optimization