



Sundus Fatima

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↪ [LinkedIn](#)

Skills

Highly Organized
Teamwork
Hard Working
Leadership Skills
Problem Solving
Decision Making

Languages

Finnish

English

Profile

With a robust foundation in accounting and finance from the University of the Punjab, I harnessed my organizational and interpersonal communication skills as a Project Trainee at ABB. My academic journey also includes vocational business education from Helsinki Business College Oy, which complements my practical experiences like the role of VAT Reclaim Assistant at Cash Back Nordics Oy Ab. My core competencies lie in responsiveness and structured organization, enabling me to contribute effectively to my team and projects within a month of my latest role.

Employment History

Project Trainee, ABB OY, Helsinki

Jan 2025 — Jun 2025

As a project trainee my job was to support the project management team by

- planning,
- developing project plans,
- managing dependencies,
- risk management,
- tracking performance, and preparing documentation.

I collaborated with the team to meet milestones and gained practical experience by shadowing project managers. This role is provided me hands-on experience and developed my essential management skills.

VAT Reclaim Assistant, Cash Back Nordics Oy Ab, Helsinki

Jan 2019 — Jul 2019

My job was to identify and reclaim VAT amounts from the tax authorities for our clients across the globe.

- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Worked well independently and on a team to solve problems.
- Served as a friendly and hardworking employee.
- Brought forth a consistent track record of reliability and punctuality.

Daycare teacher, UMKA Daycare, Helsinki

May 2022 — Jun 2022

During my time at Daycare UMKA, I actively showcased and practiced my Finnish language skills. I engaged with children in Finnish, which significantly enhanced my communication abilities in the language. This experience has enabled me to achieve a conversational level of proficiency in Finnish.

Mathematics Teacher, Pakistan, Islamabad

Sep 2014 — Oct 2018

- Financial skills
- Customer service
- Entrepreneurship
- Marketing
- Business IT skills

Education

Vocational Qualification in Business, Business College Helsinki, Helsinki

Aug 2023 — Aug 2025

The studies concentrate in business which includes:

- Financial skills
- Customer service
- Entrepreneurship
- Marketing
- Business IT skills

Finnish Language, Careeria, Helsinki

Jan 2022 — Jun 2022

Masters in Commerce Studies (M.Com), Punjab University, Islamabad

Sep 2014 — Sep 2016

In my Master's I covered advanced topics such as

- Accounting and Finance
- Economics
- Business Management
- Marketing, Statistics and Research methods
- Taxation
- Corporate law and E-commerce

Bachelors in Commerce (B.Com), Punjab University, Islamabad

Oct 2011 — Oct 2013

My bachelor's provided a comprehensive foundation in business and commerce. I studied subjects such as

- Accounting & Finance
- Economics
- Business Management
- Marketing
- Business law along with Statistics and Taxation.

References

Salla Hakkarainen (Team Lead, Financial Controllers) from Wolt

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Afaq Latif (Data Analyst) ABB Oy, Helsinki

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Hobbies

Reading and online shopping.