Profile

My aim is to seek a challenging career in an organization that encourages continuous learning and give opportunities to utilize my competencies, skills and expertise by efficiently associating my theoretical background and practical experiences to achieve and enhance the credibility and diversity of my work.

Work Experiences

1. Organization Name: JICS Technologies Dubai

Designation Business Development/ operations Executive

* *Monitoring marketing department*
* *Training and Development*
* *Support development Team*
* *Tele Marketing*
* *Retail Surveys*
* *Proposal Building*
* *Key Client Management*
* *Digital Marketing*
* *Customer retention and customer acquisition*

 Duration: (November 2014 – Present)

(2) Organization Name: Freight Works Pvt Ltd

 Designation: Admin and Accounts Assistant

* + *Assist in resolving any administrative problems*
	+ *Provide general administrative and clerical support*
	+ *Prepare financial documents*
	+ *Data Base Management*
	+ *Assist in the preparation of budgets and reports*
	+ *Collects payment and counsel customers*
	+ *Creating spreadsheets and presentations*

 Duration: 1 year (2013-2014)

(4)Organization Name: COMFORT KNITWEAR PVT LTD (Pakistan)

 Designation: Finance Internee

* *Managing daily cash balances*
* *Maintain and update spreadsheet records*
* *Generating sales invoices*
* *Dealing with supplier queries*
* *Resolution of finance related queries*
* *Provide financial support to team members*

 Duration: 6 months (June 2009-november 2009)

(5)Organization Name: Health committee of Executive Club, DMS

 Designation*:* Member

* + *Designing Logos*
	+ *Managing Media*
	+ *Content writing*
	+ *Website content handling*

 Duration: 1 year (January 2008-January 2009)

Academic Qualification

 **‘2010 – ‘2013’ MS in Management Sciences**

Shaheed Zulfiqar Ali Bhutto Institute of Science and

 Technology (SZABIST), Islamabad

 **‘2006’ – ‘2010’**  **Bachelor’s of Business Administration (BBA-Hons)**

 The Islamia University of Bahawalpur, Pakistan

 **‘2004’ – ‘2006’**  **Intermediate (FSC)**

 NIMS College Bahawalpur

 **‘2001’ – ‘2003’**  **Matriculation (SSC)**

 Govt. Technical High School Bahawalpur

Key Skills

**Soft Skills:**

* Effective Leadership
* Versatile Presentation skills
* Team Management Skills
* Smart working
* Creativity and Diversification
* Time management skills

**Hard Skills:**

* Proficient in SPSS, AMOS, PEACHTREE
* Expert in Microsoft Office
* Expert in Software/Hardware Installation
* Experienced in office administration and management
* Proficient in working with Internet Applications

Language

English (Fluent)

Urdu (Fluent)

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 **Gulfjobseeker.com CV No:** **1518954**