MBA GRaduate with diverse industrial experience

# EDUCATION

Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology – Karachi, Pakistan - August 2014

* *Master of Business Administration (MBA) –*

University of Karachi – Karachi, Pakistan – December 2008

* *Bachelor of Science – Maritime Studies*

# Experience

Training Coordinator, Bank Alfalah Limited, Karachi, Pakistan

June 2012 – June 2014

Carried out Training Need Analysis for 23 groups of the bank on Annual, Quarterly and Half-yearly basis, providing learning solutions to the groups in accordance to their training needs.

Conducted trainings on Communication Skills, Personal Management, and Financial Management for bank employees in junior and mid-career cadre.

Produced training reports on monthly, quarterly, bi-annual and annual basis, using statistical analysis tools.

Part of curriculum development for soft skill and financial management trainings.

Prepared Annual Budget for the Learning & Development Division.

Ensured logistical and IT support presence for trainings, with close correspondence with IT department of the bank.

Liaised with International training partners such as M/S Franklin Covey and M/S Fleming Gulf Training for trainings of the CEO, Head of Human Resource and other departmental heads.

Carried out training needs analysis of successors named in Succession Planning.

In-charge Administration for Learning Centre South – Learning & Development Division.

In-charge Expenses for Learning Centre South – liaison with Finance Division for all payments and expense related queries of the department.

Senior Language Instructor, Domino Learning Institute, Karachi, Pakistan

October 2011 – May 2012

Conducted classes for students and professionals in Advance-level English language in Written and Spoken language spheres.

Acted as Student Counsel for students’ language learning and academic queries.

Human Resource Officer, Far East Shipping Pakistan, Karachi, Pakistan

July 2010 – April 2011

Worked with developer for Online Database and Website Development of the company.

Acted as Office Liaison for Internal Audit of the company’s Karachi office in 2010-2011.

Served as Administrator for online database. Maintained and responded to crew records queries

Acted as Liaison with crew-licensing firms for registration of vessel fleet and crew.

Document Controller: looked after Visa and Travel documentation requirements of crew.

Recruitment of crew for vessel-fleet of the company.

Conducted preliminary interviews of support/technical crew for onward short-listing.

In—charge administration for the Karachi office.

Marine Engineering Apprentice, Pakistan National Shipping Corporation, Karachi, Pakistan

February 2009 – March 2010

Worked in various workshops of PNSC Port-Workshop that included:

* Ship Repairs: Overhauling, Dismantling and Assembling of Marine Diesel engines.
* Welding Jobs: Gas cutting, welding and brazing.
* Machine Shop: Screw thread cutting, shaping and cylinder boring.

# certifications, Skills, ProfessionalTrainings, Projects, rEPORTS & References

Certifications:

* IELTS: 7.0 Bands , British Council – March 2011
* GRE: 144 Quantitative, 158 Verbal, 4.5 Written, ETS - November 2014

**Skills:**

* Proficient in: MS Excel, MS Word, MS Powerpoint, MS Outlook, MS Visio, MS Access
* SPSS
* Quantitative & Qualitative Research
* Good organization skills
* Data Mining and Analysis
* Blogging
* Time Management
* Internal Sales
* Office Administration
* Office filing and updating records

Professional Trainings:

* Credit Evaluation & CLP Preparation – Bank Alfalah Limited
* Corporate Selling Skills – Bank Alfalah Limited
* Effective Business Writing – Corporate & PR Trainings Limited
* Export Finance – Bank Alfalah Limited
* Advanced MS Excel – Bank Alfalah Limited
* Oil Tanker Familiarization – Pakistan Marine Academy
* Proficiency in Personal Safety & Social Responsibility – Pakistan Marine Academy
* Personal Survival Techniques – Pakistan Marine Academy
* Elementary First Aid – Pakistan Marine Academy
* Basic Fire Fighting – Pakistan Marine Academy

**Projects:**

Worked as ‘***Project Funds Coordinator’ – Sindh Flood Relief Campaign 2011*** – A special project by the MBA class at SZABIST Karachi that helped raise 0.4 million PKR for donation to victims of flood in Sindh Pakistan in 2010.

**Reports:**

Published a report on “***Impact of Crude Oil Price, Exchange Rate and Consumer Price Index changes on Stock Prices of Upstream Oil and Gas Companies listed on Karachi Stock Exchange from 2009-2013*” – May, 2014** (Archived – SZABIST MBA Degree Thesis 2014).

****

**Gulfjobseeker.com CV No:** **1520874**