**PERSONAL**

 **INFORMATION** **Ali**

**Ali.363820@2freemail.com**



 **PROFESSIONAL**

 **EXPERIENCE**

 2016 (Aug-Sept)

 **INTERN**

 **MCB Bank Limited (ARG Department)**

* Worked as a co-ordinator between bank and lawyers.
* Worked at creating reconciled statement of account.
* Assist Recovery Officers about the Legal Operations of the bank.
* Worked on maintain the banks MIS.

2016 (July-Aug)

 **INTERN**

 **KSB Pumps Limited**

* Worked in their finance Department.
* Maintained their books and ledgers.
* Helped senior accountant in maintaining the MIS.
* Worked as an administrator for Interns.

 2015/16 (May-May)

 **Recruiting Member**

 **AIESEC Global Exchange Program**

* Worked as a recruiter for the Exchange Programs.
* Assisted at creating and planning Exchange Programs.
* Worked as an interviewer for new recruitments.

2014 (July-Aug)

 **CSR**

 **Mind Bridge (BPO) Call Centre**

* Worked as a Customer Service representative.
* Worked as a team leader for insolent customers.
* Assisted new recruits for understanding of the customers.

 **Personal Training**

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 (2012-2015) **Radio Jockey (RJ)**

 **Online Radio Station**

* Worked as a RJ on an online Radio Stations.
* Learned the technique for interacting with new people.
* Learned the art of becoming an extrovert.
* Can communicate with different nature of people.

 **QUALIFICATION**

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 (2012-2017) **BACHELORS OF BUSINESS ADMINISTRATION (HONS) – BBA**

 **UCP Business School, University of Central Punjab, Lahore**

* Majors in Marketing and Human Resource.
* Minors in Finance.
* Graduated with CGPA of 3.11

 (2010-2012) **INTERMEDIATE – Commerce**

**Punjab Group of Colleges, Lahore**

 (2009-2010) **MATRICULATION**

**Pakistan Education Academy Dubai (UAE)**

 **COURSES AND**

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 **CERTIFICATION**

* Competitive Strategy, LMU Germany. Coursera
* Global Business of Sports, University of Pennsylvania. Coursera
* Introduction to Operations Management, University of Pennsylvania. Coursera
* Worked at Hope Foundation as a Volunteer.

 **SKILLS**

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 Language English (fluent), Urdu (Mother tongue)

 Job Related Skills Email Writing, Presentation and Report.

 Organizational Skills Planning, Time Management, Leadership, Communication Skills.

 Software Skills Microsoft Word, Power Point, Excel.

 **ADDITIONAL**

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 **INFORMATION**

Worked with Group Members in University on various projects.

* Introduced a Marketing Project on Hijaab Couture.
* Research project of Brand Preference between Milkpak and Haleeb.
* Worked on a project of Performance Management on Faisal Bank Limited.
* Compensation Packages of Shezan and Benz Limited.
* Worked on various Projects on Benz Limited.

 Hobbies Sports, Gaming, Movies and Reading.

 Visa Status: Visit Visa (3 Months)