

NAHEED ALI SHAIR

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nehaphularwan@gmail.com

Dipalpur Punjab Pakistan



Career Objective:

Render my services in full potential and excel myself in a rapidly growing employee focused organization.

Education:

2015—2019 **Master of Business and Administration, (Finance)**
3.2cgpa
Department Of Management, University of the Education,Lahore.

2013—2015 **Bachelor of Commerce (IT)**
2nd Division
Professional college Depalpur. (University of Punjab lahore.)

2011—2013 **Intermediate (I-com)**
1st Division
AIOU.

2007—2009 **Matriculation in Arts**
1st Division
Govt High School Pipli Pahar Dipalpur
(BISE Lahore)

Skills:

- Introduction to Information Technology
- Microsoft Word, PowerPoint & Excel.
- Introduction to Internet, E-mail & E-Commerce
- Ability to Read, write, speak and understand English Language
- Excellent interpersonal, report writing, negotiation, and communication skills
- Business communication skills
- Presentation graph
- Event management in an organization

Achievements:

- Got laptop from PM laptop scheme.
- I have participated in an Entrepreneurial Gala and achieve a certification of appreciation
- Participated in a seminar regarding Cyber Harassment
- Participated in a Seminar regarding Industrial Health and Safety

Languages:

- Expert in English
- Urdu and Punjabi

Activities:

Photography –reading research papers – Internet Surfing – Exploring interesting things.

Self-Statement:

I am a dynamic individual with excellent team working and communication skills. I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals.

Personal Information:

Father Name: Ali Shair
Nationality: Pakistani
CNIC: 35301-3447584-0
Permanent Address Depalpur district Okara

Experience:

Internee

Company: Al-Baraka Bank Pakistan Ltd..

Website: www.albarakabank.com

Address: kechery chowk Depalpur

Sep 2018 TO Dec 2018.

Associate with all Department to accomplish the accounting records and maintain customer relations with bank.

Responsibilities:

- Working with customer department
- Customers account opening
- Engage in customers services through telephone calls
- Handling customers complaints
- Preparing books of accounts

References:

Will be furnished on demand.