

ZOHA SALEEM

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OBJECTIVES:

I want to be a part of an organization full of a challenging and innovative environment. As a business student my aim is to learn new things that could develop my skills and to become a successful person in the field of Business Administration. As a beginner it is also my desire to learn to deal with different people regardless of their race, gender and social status.

ABOUT:

I am a person with first-rate communication skills looking to apply for a job in a professional environment as a business student. Coming with the ability to carry out assigned tasks promptly.

EXPERIENCE:

✓ Community work at Civil Hospital:

Tasks performed:

- Guide charts for patients.
- Counsel and motivate patients.
- Took care of unattended patients.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings of employer.

✓ Internship at Askari bank:

Tasks performed:

- The daily activity of the accounts department.
- Receiving and dispatch
- Account opening procedures
- Customer dealing
- Checkbook and ATM
- Locker's department
- Other tasks when assigned.

PROFESSIONAL SKILLS:

- ✓ First-rate communication skills.
- ✓ Excellent typing skills
- ✓ Superlative analytical skills.
- ✓ Work in a team-based environment.
- ✓ Creativity skills are up-high.
- ✓ Editing skills are far better than beginners.
- ✓ Leadership and interpersonal skills.
- ✓ Customer service
- ✓ Data entry
- ✓ Project management skills
- ✓ Time management skills
- ✓ Capacity to learn new skills quickly
- ✓ Social media management skills

SOFTWARE EXPERTIES:

- ✓ MS Word
- ✓ Excel
- ✓ PowerPoint
- ✓ You-cut and In-Shot

- ✓ Other social media apps (like, i.e. Instagram, Facebook, discord, twitter, LinkedIn, indeed, skype, etc.)

OPERATING SYSTEM EXPERTIES:

- ✓ Windows
- ✓ Android

CAPABILITIES:

- I am a hard worker and eager to put all of my efforts in providing my best to the organization.
- I have a competitive caliber.
- I am a well-rounded individual with innovative ideas to accomplish the given tasks.
- Due to my communication skills, it's easy for me to persuade individuals.
- As I am a beginner in the professional field I am able to work for the organization with a fresh mind and behavior.

QUALIFICATIONS:

2019-2023

Bachelors (in Process):

Fatima Jinnah Women University

Department: Business Administration

Completed

2017-2019

Intermediate:

Askaria Schools and Colleges (G.W)

Subjects: Computer science

Grade: A1

Grade: B

2015-2017

Matriculation:

Askaria Schools and Colleges (G.W)

Subjects: Computer science

Grade: A1

LANGUAGES:

- ✓ English
- ✓ Urdu

PROJECTS:

I have worked on different projects and assignments in university.

1. Marketing management research project on Saif Textile Mills
2. Marketing techniques project in Kohinoor Textile Mills.
3. Report on FDI in USA
4. Research on business communication
5. Research on depression
6. Report writing on “Physical Activities that can be Helpful For Reducing Stress”
7. Case Study on Inter-Organizational Conflict
8. Research Report on Toxic Workplace bullying and toxic workplace behavior.
9. Research report on Leadership Styles.

PERSONAL DETAILS:

- Gender: Female
- Marital status: Single
- Date of Birth: 08 August 2001
- Nationality: Pakistani
- Religion: Muslim
- UAE Visit Visa: Valid

