

SHAZIA IQBAL



OBJECTIVE

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My career objective is to challenging position in any field. key strengths are my ability as a team worker and my innovative ideas of thinking to be different. I want to work in dynamic environment and to use my abilities and utilize my knowledge, skills and experience in the field.

 Female

 03070331653

 shazma687@gmail.com

 G11 /4 Islamabad

EDUCATION

- ▶ **International Islamic University Islamabad** FEB 2017-FEB 2021
Major finance/ BBA HONS
CGPA, 3.3
- ▶ **Horizon college Chakwal** 2014 - 2016
Intermediate I.com
69%
- ▶ **Gov. High school Dheedwal** 2012 - 2014
Matriculation: arts
78%

WORK EXPERIENCE

- ▶ **National savings RDNS G7 MARKAZ Islamabad** SEP 2021 - FEB 2023
Field compliance Officer.
Data scanning, custome Kyc Updating, Data uploading, Quality Assurance, Customers handling, Reporting & Analysis.

SKILLS

- ▶ **Language**
English, Urdu, Punjabi
- ▶ **Computer:**
Word, Power point
- ▶ **Creativity:**
Create new ideas, Positive approach

INTERESTS

I like travelling, music. Novel reading and learning new skills

Mustanser builders F10 June 2021- Sep 2021

▶ **Markaz**

Marketing and sales

Greetings clients, Answering the telephone and making follow-up calls.

Preparing correspondence, Scheduling meetings and making travel arrangements.

Three realtors G-11 MARKAZ Nov 2020- June 2021

▶ *Marketing and sales*

Greetings clients, answering the telephone and making follow-up calls.

Preparing correspondence, Scheduling meetings and making travel arrangements.

Pace Academy I 10/4 June 2018 - DEC 2019

▶ *Administration.*

Administration tasks are duties related to maintaining an office setting. These duties vary widely from workplace to workplace but most often include tasks such as scheduling appointments, answering phone calls, greetings visitors and maintaining organized file system for the organization.