

# Areen Zehra Bhutto

## Contact

### Address

DHA phase 5 Karachi 75500

### Phone

0316-8045102

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areenzehra630@gmail.com

## Skills

### Leadership



Very Good

### Time management



Excellent

### Team work



Excellent

### MS office



Very Good

### Problem solving



Very Good

### Decision making



Very Good

### Communication skills



Excellent

Looking to secure human resource internship with Appedology company. Where, I can utilize my organizational and administrative skills in maintaining employee records, conduct interviews and resolving staff issues for company operations.

## Work History

November

2020 -

January

2021

### Sales Business Development Officer

IGI Life Vitality, Karachi

#### Job responsibilities

- Strategized with sales team to prospect and qualify potential customers within assigned geographic territories.

August

2021 -

October

2021

### Event Volunteer- Chief Marketing Officer

Karachi Youth Organizers

#### Job responsibilities

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Participated in team-building activities to enhance working relationships.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used coordination and planning skills to achieve results according to schedule.
- Successfully completed ticket target before the deadline.

## Education

October

2019 -

Current

### BBA: Human Resources Management

Indus University Clifton Campus

September

2017 -

September

2019

### Intermediate : Commerce Group

Karachi Board

September

2012 -

July-2014

### Matric: Science

White Rose Grammar School

