



NAJAM TARIQ

PERSONAL DATA

- DATE OF BIRTH : 30.09.1999
- CNIC NO. : 42201-7217919-3
- RELIGION : ISLAM
- NATIONALITY : PAKISTANI
- MARITAL STATUS : SINGLE

SUMMARY

An enthusiastic Business and Finance looking for an Entry Level professional seeking to attain a position in a well reputed organization to boost my skills & benefit the organization with my hard work & dedication.

CONTACT

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+92448589023

House No 374 Area 37/B Landhi No 1 Karachi

EDUCATION

Kasbit University

Associate Degree Program / BBA

ONGOING

Allama Iqbal Government College

Intermediate (Pre-Engineering)

Ali Foundation Academy

Matriculation (Science)

EXPERIENCE

ASSISTANT SUPERVISOR

Shaan Technologies pvt limited 2021-2022

- Assisting with research filing data entry and recording and maintain accurate and complete financial record
- Handling raw material & checking production plan
- Maintain all files and entries all Data
- Assisted clients with business plan, purchase products
- Implemented efficiency and cost-saving programs that reworked the editorial production and sale processes

SKILLS & EXPERTISE

- Service-Focused
- Good communication skills
- Ability to work independently both with minimal supervision as well as in a team
- Comprehensive understanding of social media
- Highly motivated to achieve goals