



# Anas Riaz Bajwa

My key interest in business has always driven my academic pursuits. I am determined to utilize my professional capabilities for the development of our nation and for the betterment of the organization that I represent.



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CNIC: 33203-3124365-3, Lodhran City



08 September, 1998

## SKILLS

MS Office

Negotiation

Multitasking

Communication

Good telephone etiquette

Teamwork

Planning and Coordination

## LANGUAGES

Urdu

Native or Bilingual Proficiency

Punjabi

Full Professional Proficiency

English

Professional Working Proficiency

Saraiki

Professional Working Proficiency

## INTERESTS

Travelling

Cooking

Watching Tedx Talks

## EDUCATION

### Bachelor's Degree in Business Administration (02/2018 - 02/2022)

Islamia University Bahawalpur

### Intermediate in Computer Sciences (2015 - 2017)

Alizium College Lodhran

### Matriculation 2013 - 2015

Alizium Public School Lodhran

## WORK EXPERIENCE

### HR Assistant

Imtiaz Mega

11/2021 - 05/2022

Bahawalpur, Pakistan

### HR Internee

Imtiaz Mega

09/2021 - 11/2021

Bahawalpur, Pakistan

### Internee

PepsiCo

06/2021 - 08/2021

Pakistan

## TRAINING & COURSES

### Introduction To Business Management (08/2021)

King's College London

### Digital Marketing Course (08/2019 - 10/2019)

By DigiSkills Training Program (Under Ministry of Information & Technology)

### Basic Computing Certificate (10/2017)

By Techlogics Computer Institute

## ACHIEVEMENTS

### Startup - Bajwa Fruits

Founder and Manager

### Served as Head of The HR Team for Volunteer Recruitment

In IUB Social Welfare Society

### Former Finance Secretary (2021 - 2022)

In IUB Social Welfare Society

### Organized All Pakistan Speech Competition In IUB during Literary Cultural Festival

### Organized International Women Day Seminar (03/2021)

In Ghotvi Hall, IUB

### Organized Q&A Session with Regional Police Officer (RPO) Bahawalpur (04/2019)

In Police Lines, Bahawalpur

### Headed the HR Panel For Rehearsal Interviews For Human Resource Management Course (02/2019)

In Department of Management Sciences

### Organized OASIS Case Study Competition (2018)

In Department of Engineering, IUB