

# AMNA SALEEM

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## GENERAL DETAILS

- Father's Name:  
Muhammad Saleem
- DOB : 17th Feb, 1995
- Marital Status: Single
- Religion : Islam
- Nationality : Pakistani

## CAREER OBJECTIVE

My objective is to work with a reputed organization with honesty, loyalty and dedication to prove the best of my capabilities and sharpen my skills to professional level in challenging environment.

## SKILLS & ABILITIES

- Computer & Internet literacy
- MS Office literacy (MS Word, MS PowerPoint)
- Good Communication skills (English & Urdu)
- Good Analytical skills & Quick learner.
- Teamwork and leadership.

## ACADEMIC QUALIFICATION

- **Bachelors (B.S)** **2014 - 2017**  
3.6 CGPA  
Agriculture and Agribusiness Management  
University of Karachi  
4 Years, 8 Semesters.
- **Intermediate Pre-Medical (H.Sc)** **2012 - 2013**  
Khursheed Govt. Girls College Shah Faisal Colony,  
Karachi. (A - Grade)
- **Matriculation (Science)** **2011**  
St. John's High School Karachi (82%) A+ Grade

## EXPERIENCE

### IBEX GLOBAL (TPL)

- **Customer Service Executive** in TPL's Operations Department.  
January 2019 – March 2020

### ICCBS

- 6 weeks **Internship** experience (from 5<sup>th</sup> June 2017 to 28<sup>th</sup> Jul 2017) in Quality management system ISO at ICCBS (International center of chemical and biological sciences).

### FIELD VISITS

- Visit of *Al Shaheer Corporation (owner of Meat One)* for learning purpose of organizational structure from course title of Organizational Behavior.

## PROJECTS AND ACHIEVEMENTS

- Nature carnival 2016 - *Climatical Changes in Remote Areas* Certified by WWF (World Wildlife Federation) on project named Production of oil from Algae (3<sup>rd</sup> Position).
- Received laptop from Prime minister's laptop scheme.
- **Feasibility report** on Nursery Raising.
- Report on **Organizational Behavior** of Bolan Castings.