

## Fahad Munaf

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### Education

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Year	Institution	Qualification
2018 - 2022	Institution of Business Administration (IBA)	Bachelor's in business administration
2016 - 2018	Beaconhouse college PECHS	A-Levels

### Work experience

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#### Internship – Habib Bank Limited

(July 2019 – August)

- Worked in the HR operations department of HBL for six weeks
- Conducted the reference check of 900 HBL employees
- Updated the data into the system
- Assisted the management in keeping the record and files of employees

### Project Works

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#### Business Communication Report, International Business Limited

Conducted the interview of assistant manager HR to gain insights to IBL's conflict resolution and communication system from top to bottom.

#### Data Manipulation and Visualization, Zeemart.

Learnt advanced excel functions.

Used SQL Queries to find out information from customer's database of a hypothetical store.

Created Power BI dashboard for customer, product and employee analysis of a hypothetical store.

#### Footwear.Pk, Startup for Management Group Project

Generated the profit of 30,000 by selling 46 shoes in less than a month.

I managed the Facebook page of the startup – created Facebook posts and ran ads.

#### Marketing Case Study, Engro Foods

I interviewed the marketing manager of Engro foods to discuss a marketing issue face by them and how they reacted to it and the decision-making process.

I contributed to devising a detailed case study on the backlash due to Tarang's marketing campaign.

### Extra-curricular activities and Skills

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- Team lead campus drive of Theatron (IBA Dramatic society)
- Director Operations at Karachi Gala League – a two-day event where we organized beatboxing competition, futsal, volleyball, and other sport activities.

Data Analytics	Python	Planning
Digital Marketing	SQL	Decision making
Excel	Creative thinking	

### Certifications/ Specialization Courses

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- Python for data science and machine learning – Udemy
- Data manipulation and visualization, IBA.
- Digital Marketing, IBA.
- Social media marketing, IBA.