

# SAUD NAEEM

## CONTACT



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341-B Poonch Road Saman bad,  
Lahore

## KEY SKILLS

- Business Communication Skills
- Designing Marketing Campaigns
- Verbal Communication Skills
- Microsoft Office
- Inventory Control
- Computer Skills

## CERTIFICATION

- Amal Career fellowship/  
**AMAL Institute, Lahore**
- Accomplished Inventory Control Course  
**PSDF (Punjab skill development fund), Lahore.**
- Completed MS Office  
**Times College Saman Abad, Lahore.**
- Ended English Linguistics  
**Times College Saman Abad, Lahore.**

## LANGUAGE

- English
- Urdu
- Punjabi

**AMBITION:** To add value to the organization through flawless execution of challenging ideas while working in a professionally stimulating environment of learning opportunities.

## PROFESSIONAL EXPERIENCE

Organization	Designation	Duration
Bank Alfalah	Relationship Executive	3 Months
Soneri Bank	Business Development Officer	6 Months
Mind Bridge	Customer Support Representative	1.3 Years

## VOLUNTEER EXPERIENCE

- Organizer for large “student gatherings at the campus”,  
**Standard College, Lahore.**
- Team Manager & Group Leader at the Campus activities,  
**Standard college, Lahore.**
- Volunteer at **AMAL institute** as Ambassador

## EDUCATION

TITLE	INSTTTUTE	DATE
BBA (Marketing)	University of the Punjab, Lahore	2014-2018
I.COM	Punjab College of Commerce, Lahore	2014
Matric in Humanities	Aizar High School System, Lahore	2012