

# SYEDA SHAMAM ZEHRA

Earnestly seeking a challenging position in a dynamic organization with the aim to contribute towards organization success by enhancing decent and competency standards to excel consistently and meet the challenging expectations, constantly availing opportunities to learn and grow with higher potential to benefit the parent organization.

 [Shamamzehra1234@gmail.com](mailto:Shamamzehra1234@gmail.com)  03122349292  B-87/11 F.B Area

## EDUCATION:

\*Dow University, IBHM.  
BBA- Awaiting Transcript  
\*Degree College for Women  
Nazimabad.  
(Intermediate 2<sup>nd</sup> division) (Commerce group).  
\*k.B.C.C School, Karachi.  
Matric "A" Grade (Science group).

## WORK VOLUNTEER EXPERIENCE

\* Worked as a volunteer in workshop on stock trading in Institute of business and health management.  
\* Worked as a volunteer in workshop on portfolio and asset Allocation strategies in Institute of business and health management  
\* Worked as a volunteer in workshop capital market.

## WORKING EXPERIENCE:

Jun 2022-Apr 2023 worked as a HR and Accountant in **Da Tech**  
\* Nov2022-April 2022 Worked as a Administration in **Dhaka Coaching Centre**  
\*Jun2018-Sep2018 Worked as a Administration in **Yen Academy**

## SKILLS:

Work Under Pressure	Management
Interpersonal Skills	Leadership
Ice Breaker	Social Networking
MS Office	Documentation
Problem Solving	Soft Skills

## LANGUAGES:

English  
Urdu

## INTERESTS:

Social working	Reading
volunteered	Traveling

## PERSONAL INFORMATION

Father Name: Syed Hasan Mehmood  
Religion: Islam  
Nationality: Pakistani  
Domicile/PRC: Sindh

## CERTIFICATES:

Certificates in information technology  
Basic Graphic and Web Designing