

# ALIYA ZAHRA SYED

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☎ 03317778613

🏠 House no D 28 street no 4 khokhrabad near chattri chowk Rawalpindi Pakistan, 43600 Rawalpindi

📅 November 12, 2000

## SKILLS

Attention to details

Clear communication

Computer skills

Positive attitude

Problem solving

Quality inspection

Teamwork & collaboration

customer service

## LANGUAGES

Urdu

English

Punjabi

## EDUCATION

### Fsc. Pre Engineering

May 2015 - Dec 2017

Kauther College For Women, Islamabad

### Bachelors Of Science(Double Math's & Stats)

Sep 2017 - Jul 2020

Quaid-e-Azam University, Islamabad

### Masters In Science(M.Sc. Math's)

Mar 2023 - Present

Virtual University, Online Schooling

## EMPLOYMENT

### Financial consultant

Jan 2021 - Oct 2021

EFU Hemayah Takaful, Islamabad

- Supported client with financial analysis, budget management and operational cost control.

### Operation Team Member

Oct 2021 - Oct 2022

EBIL Freight Services, Rawalpindi

- Developed positive customer relationships through friendly greeting and excellent service.
- Addressed customer needs, responding to specific requests.
- Maintained excellent levels of workplace cleanliness around equipment to enhance safety and productivity.
- Worked hard to learn required tasks quickly to maximize performance.

## PROFILE

Equipped Operations Coordinator with great attention to detail and to professionally deal with internal and external personnel. Quickly and calmly adapts to changing schedules and updates financial tracking documents to keep projects on budget. Proficient Computer Operator skilled at establishing controls and managing daily data jobs.