

Curriculum Vitae

SUMAIRA DILAWAR

Garden East, Karachi, Pakistan.

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Education:

September 2017 – 2021 Sindh Madressatul Islam University – Bachelors of Business Administration

August 2015 – May 2017 Higher Secondary School Certificate

Habib Girls Higher Secondary School, Karachi. (AKUEB Board)

August 2013 – May 2015 Secondary School Certificate

Aga Khan School Garden, Karachi (AKUEB Board)

Objective: To give my best services to your institution.

Field of interest: To pursue and work in the field of business administration.

Languages: English & Urdu.

Computer Literacy: Proficient in Microsoft Office including Word, Excel and PowerPoint.

Professional Experience:

- Experience of Customer Service Representative at Food Panda (Shift Lead)
- Professional work experience at IBEX till the current date. *oct*

2 year in Food Panda

Research & Projects:

- Prepared Organizational Behavior Report on MCB – Arif Habib.
- Conducted a Research on Overstaffing of Employees through surveys, having an impact on low productivity.

Extra-Curricular Activities:

- Served as a volunteer in All Pakistan Girls Guide Association for 5 years.
- Served as a volunteer in Karachi Literature Festival organized by Oxford University Press.
- Public Speaker at Rotaract Public Speaking Forum.

Additional Skills:

- Intermediate English Language skills.
- Experienced in event management skills and public dealing.
- Efficiency in presentation and public speaking skills.